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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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RUDY N. SMITH
Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY MEETING
and Closed Session to Discuss Peronnel Matters
(immediately following regular meeting)

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Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, January 8, 1997

1/8/97
& Closed Session

AGENDA

I. Roll Call
II. Review of Dec. 11, 1996 meeting minutes
III. Chief Probation Officer's Report: population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview.
IV. Action Items:
    A. Possible action on Dept. Request for Proposals for aftercare services.

V. Discussion Items:
    A. Further discussion on proposed 1997-8 Children's Services Plan, of the Mayor's Office of Children, Youth and their Families. (copies of this plan are available from MOCYF)
    B. Current status of staffing and hiring, and the Affirmative Action Plan.
    C. Status of $50,000 allocated for evaluation of community based programs.
    D. Increase in juvenile hall incident reports in 1996.
    E. Dept's new fiscal year budget preparation and timelines.

VI. Public Comments.
VII. Other Business.
VIII. Adjourn to Closed Session (pursuant to govt. code § 54957)
    to discuss Public Employee Appointment
    Position: Chief Probation Officer
IX. Reconvene in Open Session to vote on disclosure of discussion in closed session.
X. Adjournment

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, Jan. 6. Call the office to make arrangements)

Jan. 3, 1997

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Juvenile Probation Commission

MINUTES OF JANUARY 8, 1997 MONTHLY MEETING

I. *The meeting was convened at 5:35pm.* Comm. Salarno was excused. All other commissioners were present.

II. *Meeting minutes of Dec. 11, 1996 were approved.*

III. *Chief Probation Officer's Report:* population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview.

Chief Smith referred to the stats for Dec 1996. 180 youth processed. 126 M, 54 F. cited 44, 32 released before processing.. LCR 5 admitted, 9 left. total 50. JH avg daily 126. 107 M, 19 F. 58 admitted on weekends, 16 released. today in JH, 108. 86 M, 22 F. Comm. Shimko cited a discrepancy between figures from one form to another..... Comm. Breyer asked about the difference in figures for LCR. He thought the figure was low for population, given the desire to utilize the ranch more.

There was a problem because of the lateness of getting the data to the Commission, the Commissioners did not have time to digest all of the stats.

There was a discussion regarding the stats for LCR, and definitions of results: eg. what was a ranch failure vs looking for another placement decision (due to youth's age or behavior at LCR). Johnny Miller says that some youth are inappropriately placed at LCR, so if they put them somewhere else, they do not count it as a ranch failure.

There was further discussion regarding discrepancies of stats concerning detention of females. Comm. Hale asked if the data was generated from a computer database, or from a manual compilation. Comm. Breyer asked whether there was a lot of double bunking (the stats seem to indicate yes). Judy Griffin said that there was little double bunking. Comm. Shimko said that there appeared to be a number of days where there was double bunking. The commissioners have not received timely reports on this. Griffin said she'd take it as a personal responsibility to see that those reports are given to the commissioners.

Comm. Breyer reiterated that all the written materials for commissioners need to be in their hands by the Friday before the Commission meeting.

Comm. Breyer referred to a letter received from an attorney expressing concern for the changes in the Dept's policy of allowing attorney's access to their clients. Griffin assured the commissioners that this issue was dealt with.

S. Frankel expressed her concern that the commission was discussing this item, when it wasn't calendared. Comm. Shimko asked what the purpose of the agenda item "other business" and Frankel said it was just to bring up items that would be calendared at future meetings. Comm. Breyer asked that this issue of attorney access be put on the next meeting's agenda. Comm. Shimko suggested it be included in the CPO report.

IV. Action Items:

A. *Possible action on Dept. Request for Proposals for aftercare services.*

Comm. Breyer referred to Cheyenne Bell's memo itemizing the changes to be made in the RFP. There were no further comments from commissioners or the public. Cheyenne Bell asked what the service level would be for the RFP. It was decided to leave it open and see what the respondents propose.

V. Discussion Items:

A. *Further discussion on proposed 1997-8 Children's Services Plan, of the Mayor's Office of Children, Youth and their Families. (copies of this plan are available from MOCYF)*

There were no comments from commissioners or the public. Comm. Breyer reiterated his concern that in order to understand the plan, there needs to be a more detailed presentation of how that plan is going to be carried out (with specific providers). He would still like to see this detail.

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B. *Current status of staffing and hiring, and the Affirmative Action Plan.*
Griffin reported the 9 POs are in the process of being hired. There are still 23 other positions needing filling. Comm. Arámburo asked what percentage of OT was in counseling time. The majority is. How many are on the on call list. About 20. Is there a current examination for POs. They are working on establishing a list (test) for both POs and counselors. When will the exam take place. About 2 months.
Public Comments: Peter Bull asked if it would be better to hold off on hiring until the Delancey St. study is done. Comm. Breyer said that even if new staff is hired, this does not indicate "business as usual." If the results of the Delancey St. study reveals the need to re allocate resources, then that can happen. Comm. Arámburo said that she has seen the stress level of staff because of the lack of staffing, so this hiring is very necessary. Comm. Hale asked if new hires are informed about the potential new changes in the Dept. Yes.
There was no report on the Affirmative Action Plan.

C. *Status of $50,000 allocated for evaluation of community based programs.*
Comm. Shimko reported that MCJC decided it had adequate funds to support the Delancey St. study, and Delancey St. backed off of including a specific evaluation of community programs now being used by the Dept. so the $50K is still on the table for a decision. She said that one option was to wait for the results of the study and see what might remain to be done in evaluations. Comm. Arámburo agreed. Comm. Hale repeated both his and Comm. Drake's desire to have specific evaluations of the programs now being utilized. He expressed question as to Delancey St.'s ability to give the Dept. any comprehensive understanding of the programs the Dept uses. Comm. Drake said she felt the Dept. needed another, independent entity to do the job specifically for the Dept.
Comm. Breyer reviewed the process of setting aside the $50K. They realize that this will not be enough to give them a complete evaluation of all the contracts, but what they hope will be obtainable is an evaluation of the direction and scope of services that would be useful to the Dept (the youth) and make recommendations on what should be undertaken and supported, whether it revealed that current activities were most desirable, or new directions taken. He referred to the Delancey St. study and said that this might give them the insight needed to take that next step (and how to use the $50K). Comm. Hale asked about deadline for use of the money. C. Bell said that the money would have to be expended by June 30, and they could not issue an RFP quick enough to get it spent. She recommended returning the money to the community based contracts. Comm. Shimko asked what Bell's division was doing now. Bell said they are only doing reporting on contract compliance, to see whether the contractors have fulfilled the terms of their contracts. They would use this as a basis for deciding to continue their contracts or not. Comm. Hale said that he felt we needed to do evaluations, even if only a few of the organizations. Bell was asked if evaluations were done, which ones should be done first. She said the Intensive Home Based Supervision programs.
Comm. Shimko asked S. Frankel if this money could be utilized next year. She said she'd look into it. Comm. Breyer asked the Dept. to prepare an RFP for evaluation of IHBS, for the next meeting. Bell said it would be difficult for her to do this. Comm. Shimko asked if an RFP needs commission approval. Yes. The question still is whether the money could be rolled over. C. Bell said it has to be expended by June 30 or it would have to be rolled over to the next year, and she didn't know who would approve that. Sandy Brown Richardson stated that the funds didn't need to be totally spent by June 30, but that a valid contract had to be entered into before then to encumber the funds for expenditure. It may also be able to be rolled over to the next fiscal year, but she'll have to talk to the Controller about this.
Public Comment: Micheal Fuller: expressed his concern that the Commission would take seriously any conclusions reached by Delancey St., whom he characterized as

without credibility in the field of juvenile justice. He also asked if the Commission would respond in writing to his letter. Comm. Breyer spoke in defense of Delancey St.'s reputation and ability in this field, and said in reference to Fuller's letter, that he'd have to review it again before responding.
Alan Fox, Synergy Assoc., said that it is critical to be clear about what information you want and what you want to do with that information when you do an evaluation.

D. *Increase in juvenile hall incident reports in 1996.*
Comm. Shimko asked for this item, due to the recent media reporting about incidents in the hall. She was concerned about the amount of violence and contraband in the hall, and wanted the Dep. to respond. Chief Smith was not clear on which specific incidents the Commission was concerned with, and was not prepared to report at this time. Comm. Shimko asked for reports on incidents which entail health risks. There was no public comment.

E. *Dept's new fiscal year budget preparation and timelines.*
Comm. Breyer appointed Comm. Shimko and Comm. Drake to work with himself on the Finance Committee to review this process. The Dept. budget is due in the Mayor's office 2/21. The Dept Division Directors will meet 1/10 on the budget.

Comm. Breyer mentioned a report from the Controller's regarding the embezzlement in the Dept. and asked if the report was a public document that could be discussed. He asked that a report and discussion be calendared for the Feb. meeting.

Comm. Breyer also asked about the status of the audit of the Dept. S. Brown-Richardson said that discussions with the Controller have not led to definite dates for this to happen. Comm. Breyer asked the Dept. to write a letter to the Controller expressing the desire of the Commission to have this done expeditiously.

VI. *Public Comments.*
Peter Bull requested to have copies of the budget documents during the budget meetings. He appreciates getting notices by fax.

VII. *Other Business.*
Comm. Shimko asked about the complaints of shared underwear in the hall. She asked the staff to solve this problem.

VIII. *The meeting was adjourn to Closed Session* at 7:15pm
The closed session convened at 7:30pm. All Commissioners present at regular meeting were in attendance.

IX. The meeting was reconvened in Open Session at 9:10pm.
It was moved and seconded to not disclose the substance of the discussion in closed session. The vote was in favor, unanimously.

X. The meeting was adjourned at 9:15pm.

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RUDY N. SMITH
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL CLOSED COMMISSION MEETING
pursuant to Gov. Code 54957, Public Employment

at
Coblentz, Cahen, McCabe &Breyer
222 Kearny St. 7th Fl.
San Francisco, CA 94108

Friday and Saturday, Feb. 7&8, 1997
9 am. til 5 pm
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AGENDA

I. Roll Call
II. Convene in closed session to interview prospective candidates for:
    Chief Probation Officer
III. Reconvene in open session and vote on whether to disclose any action taken in closed session.
IV. Adjournment

Feb. 5, 1997

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NOTICE OF REGULAR MONTHLY MEETING and CLOSED MEETING Immediately following

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, Feb. 12, 1997

AGENDA

I. Roll Call
II. Review of Jan. 8, 1996 meeting minutes
III. Chief Probation Officer's Report: population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview.
IV. Action Items:
   A. Election of Commission Officers for 1997.
   B. Consideration of possible action on resolution to contract with Santa Clara County Probation for temporary housing of female SF wards, in their ranch.
   C. Consideration of possible action on Finance Committee recommendations on Dept. budget.

V. Discussion Items:
   A. Status of Request for Proposals for both Aftercare and evaluations of Intensive Home Based Supervision programs.
   B. Current status of staffing and hiring, and the Affirmative Action Plan.
   C. Dept's policy regarding truancy of youth on probation.

VI. Public Comments.
VII. Other Business.
VIII. Adjournment to closed meeting.

AGENDA

I. Roll Call in open session.
II. Convene in closed session pursuant to Gov. Code 54957, PUBLIC EMPLOYEE APPOINTMENT: Chief Probation Officer
III. Reconvene in open session. Announce whether a decision was reached on the appointment question.
IV. Public comments
V. Adjournment

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, Jan. 6. Call the office to make arrangements)

Feb. 6, 1997

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City and County of San Francisco
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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF FEB. 12, 1997 REGULAR MONTHLY MEETING and CLOSED MEETING

I. *The meeting was convened at 5:35 pm.* Comms. Aramburo, Hale, Shimko, Julian were present. Comms. Drake and Chuck were excused due to illness.

Comm Breyer introduced Joseph Julian, the newly appointed commissioner, replacing retiring commissioner Harriet Salarno. Dr. Julian took his BA from SFSU, MA and PhD from the University of Washington. He is the Dean for Human Relations at SFSU. He comes to this commission from the Ethics Commission. Comm. Julian said that he is a native San Franciscan, growing up in the Fillmore. His last encounter with this building was as a juvenile, and was a graduate of Log Cabin Ranch. He said he is very excited and honored to be a part of this body and hopes that he can be some help to the work being carried out.

II. *Adoption of Jan. 8, 1996 meeting minutes were tabled* until Commissioners have had the opportunity to review them. The secretary apologized for the mess up.

III. *Chief's report:* CPO Smith reviewed the recent numbers of youth in juvenile hall and Log Cabin Ranch. (avg LCR: 43, JH: 119 --97 M/22 F. He said the weekend release program was working well. Complete figures are available from the JPC office). In looking at the numbers Comm. Breyer asked about the decline in commitments to LCR. Smith did not know if this was a trend or a temporary situation. There was no clarity to whether referrals to LCR are declining because POs or the courts don't recommend it. LCR is a yearlong program (for the last 1/12 yrs).

Comm. Breyer took this time to read a resolution (attached) commending Comm. Salarno for her dedicated service on the Commission.

Comm. Salarno thanked Comm. Breyer and said that it was an honor to serve on the Commission and assured them that as long as she has anything to do with Sacramento she will advocate for the children of San Francisco.

IV. Action Items:

A. *Election of Commission Officers for 1997.* Comm. Shimko nominated Comm. Breyer for President. It was seconded. The vote was called. It was unanimous. Comm. Breyer nominated Comm. Shimko for Vice President. It was seconded. The vote was called and it was unanimous.

B. *Consideration of possible action on resolution to contract with Santa Clara County Probation for temporary housing of female SF wards, in their ranch.*
Melinda Mills explained that this was a previous contract that was allowed to lapse because it hadn't been used this last year. She quickly reviewed what kinds of programs they have there. Comm. Breyer asked to see a detailed description of what is offered there. Question: is this a placement option? Yes. It doesn't appear to be an absolute urgency to act now. $41K is already budgeted in the Dept's annual budget, for this. Question: how many girls are awaiting placement now. About 8-10.
Public Comment: Margaret Brodkin supported tabling the decision.
Comm. Hale moved to table the item until the next meeting. It was seconded. The question was called. Unanimously passed. Comm. Breyer asked the Dept. to address some of the concerns raised in the meeting, when they provide the updated information about the Santa Clara Co. program.

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C. *Consideration of possible action on Finance Committee recommendations on Dept. budget.*

Sandy Brown Richardson pointed out the changes in the document, as raised in the Finance Committee. 1a, dept. summary language was changed. goals and performance measures. 3a is a budget summary.... 4a added revenues sources 4b includes additional language substituting 1842 for an 1823, sr. administrative analyst. 14b shows outstanding contract for fire alarm system. at back of the report is additional increases for community based contracts (5%). Comm. Shimko asked about the AB 1483 funds? Brown Richardson said a supplemental budget request is in the Mayor's office to establish a mechanism for the city to accept the money. It hasn't been approved. So it can't be spent because it doesn't officially belong to the city. Comm. Shimko asked what was happening with the LCR programs then, if no money was used. Brown Richardson said that she understands they are happening on some level. There was a short discussion regarding why release of money is being delayed. The Dept. couldn't explain it. Comm. Breyer offered to take up the issue with the Mayor's office, if the Dept would provide him with a copy of the resolution and the name of the person where it is being held up. Question: what is the implication for next year's budget. Brown Richardson said it would be difficult to get general fund money to support these programs if they haven't even spent a "dime" on the programs this fiscal year. Comm. Hale said that this issue needs to be moved forward. He also said that the budget for this year needs to be modified. He wants specific programming items/costs analyzed to see what changes in the current budget can be made to get things done in the remainder of this year.

Comm. Breyer asked what provisions for Aftercare are made in this budget. $135K is included in a new request.

Comm. Breyer reviewed the understanding of the Finance Committee regarding the Commission's position on the new budget. It is: it appears to be more reasonable to approve a budget request that at least is as large as the current fiscal year's operation, than to try and re allocate amounts now, which might create a "set aside" amount for next year. It is the position of the Committee that even if the proposed budget is approved, this doesn't mean that the Commission fully supports and expects to spend as outlined and approved. The Commission reserves the right to do re allocations to reflect new directions and priorities after the new fiscal year begins (and in light of what the Delancey St. report might reveal).

Comm. Arámburo referred to the large increase of OT in the budget. Griffin said that the Dept. historically under projected OT in past budgets and so any amount that come more closely to the actual amount seems to be an overcost.

Comm. Hale said there needs to be an annual budget process that includes the Commission early on so that there is a very clear understanding of what is being proposed each year. He said he would support a set aside in the budget to express its desire to make changes. Comm. Shimko said that the mission statement and goals/performance measures still doesn't get to the point of what is success rather than just fulfillment of numbers, and would like it re written.

Public Comments: Rich Perino, POA, thanked the Commission on its commendation of Harriet Salarno, and mentioned one particular way she helped the probation officers, by working with the State to get a piece of legislation passed that allowed the POs to transfer to the State retirement system.

Margaret Brodkin, offered to help get the money released from AB 1483 for the Dept's use. She asked for the possibility of a visit to the Santa Clara Co. ranch to see their program. She agreed with Comm. Hale's idea for a 5% set aside in the budget. She also said that the goals and objectives are very narrow and limited, and asked that the Dept. submit goals statements that are more "visionary" and change oriented.

Mary Harris also agreed with the set aside.

Comm. Breyer reviewed the process of the budget. There will be a report from Delancey St. out before the budget is fully approved. There will be a meeting with the Mayor and the Commission to review the budget in light of that report. He again said that he is not just endorsing the budget as it is written. There will be some review of the individual line items. The question he says needs to be dealt with is what is the total amount the Dept needs to request to do its work. He also agrees that there needs to be a rewriting of the goals and objectives. Comm. Shimko agreed with Comm. Breyer, and said that maybe they could approve the budget but include a cover letter explaining all of the Commission's concerns and understanding. She also asked the Dept. to get together with Johnny Miller to develop a budget for LCR which reflects programming. She wants the mission statement to say much more than to just provide for the welfare and safety of children and risk. She wants the language changed before they submit it to the Mayor. Comm. Shimko made a motion to approve the budget with the directive to include request of max. $400K for programming at LCR, and the changed language to the goals and mission. Comm. Breyer seconded it.
Public Comment: Mary Harris offered to give testimony in support of the budget request. She also asked that the Dept. rewrite the mission statement once the new Chief was selected, to include family re unification.
Comm. Breyer further clarified the motion by restating that the Commission fully expects to re negotiate the budget with the Mayor's office once submitted. The question was called and the vote was unanimous in favor.
Comm. Shimko commended Sandy Brown Richardson for her work on the budget.

Comm. Breyer called a recess at 7:30 pm. and reconvened at 7:45 pm.

V. Discussion Items:

Comm. Breyer announced that the Commission would not hold a closed session after the regular Commission meeting.

A. *Status of Request for Proposals for both Aftercare and evaluations of Intensive Home Based Supervision programs.*
John Overman reported that the timetable for the Aftercare RFP is being followed. RFPs will be available the 18th of the month.
He then referred to the draft of the RFP for the evaluations of the Intensive Home Based Supervision programs. He apologized for the shoddy work he did on the drafts. He said he was waiting for some publications evaluating some intensive home based supervision programs to get some idea of what to look for in an evaluation. He spoke about some of the problems of the programs this Dept. is experiencing. Comm. Shimko asked that he take out the characterization of repeat offenders out of the RFP. Overman spoke further about some of the problems he felt needed to be addressed in the program. Comm. Hale directed Overman to look into other programs that use "trackers." Comm. Shimko asked if it required the Commission take action on the RFP before it goes out. Overman said no. Comm. Shimko said she thinks the Commission already gave approval for putting it out. Comm. Hale took issue with the language on p.2 (outcomes). There was a short discussion regarding what the purpose of intensive home based supervision was; what are the goals/objectives. Comm. Breyer referred to a letter from Alan Fox to Cheyenne Bell, and asked if Overman took any of those comments into consideration when constructing the RFP. Overman has seen it, but dismissed its comments. Comm. Shimko asked about the words "evaluability assessment component".... what it means. Overman attempted to explain it, but didn't. He read from a list of issues related to the term. He said that there should be an evaluation of what the goals should be. Comm. Shimko asked if this was for the

evaluator to determine. Overman said that the goals should already be in place. Asked again, Overman said that the goals that exist are not clearly measurable. Comm. Shimko repeated that she thought all of these things (goals and objectives) should already have been set up by the Dept. and desired outcomes should also already be known. Overman kept saying that it should be but none of it was in place. Comm. Arámburo said her understanding was that the evaluation was to do each individual program and some of the goals may not be the same for everyone. Comm. Shimko asked about p. 4 outcomes. Overman had no answer. He commented that he wanted to set standards for the program, and all the community contractors seemed pleased with this. There were no public comments about this issue.

B. *Current status of staffing and hiring, and the Affirmative Action Plan.*
Judy Griffin had no written report on this. She reviewed that they had the 8 POs hired, leaving 25 other vacant positions in the Dept. The Mayor's budget office asked for an explanation and plan of the Dept's upcoming staffing costs, to get a justification for releasing job requisitions submitted.
The on call list for Juvenile Hall numbers 39. Of the POs hired: 1 Chinese female, 1 Samoan female, 1 Latino male, 1 Filippino male, 4 African American (1 male, 3 females). Languages spoken are Samoan, Tagalog, Spanish, Chinese.
Comm. Hale commented that the title of counselor for juvenile hall staff is not one which connotes therapy. They are considered 'childcare workers' or custodial staff (guards). Comm Julian asked how the PO hiring affected the diversity in the Dept. In the last 5 years, all POs have been people of color.

At this point, Comm. Breyer appointed Comm. Julian to the Facilities Committee.

Comm. Arámburo asked about the decrease in petitions filed in Jan. Griffin said it's hard to know what caused this.

C. *Dept's policy regarding truancy of youth on probation.*
Comm. Breyer spoke about his meeting with Jim Dierke (AP) at Washington HS and discovered that the SFUSD had an information system which could tell within 24 hrs any student who had an unexcused absence. This same system is available through the Woodside Learning Center also. He also said that Dierke spoke favorably about having POs assigned to schools. Comm. Julian said it helped him to have a truant officer and PO assigned to schools. Comm. Hale expressed concern having a PO on a school site. They have the wrong image. The bottom line is that there needs to be a deeper discussion between the Dept and the SFUSD to get a clear definition of roles and purposes.

VI. Public Comments. Aimee Exnicios, PO, reviewed what POs used to do before they got tied down to the paperwork they do now. She said that schools are only one factor in the work of the PO.

VII. Other Business. Comm. Hale reiterated that there will be a retreat set up for April. Comm. Shimko asked it be after the first week.

VIII. The meeting was adjourned at 8:50 pm.

The planned closed meeting was not held

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REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

NOTICE OF SPECIAL CLOSED COMMISSION MEETING
pursuant to Gov. Code 54957, Public Employment

at Coblentz, Cahen, McCabe, & Breyer
F **222 Kearny St. 7th Fl.**
San Francisco, Ca 94108

89 **9:00 AM, SATURDAY, MARCH 8, 1997**

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AGENDA

I. Roll call

II. Review of Minutes of Feb. 7/8, 1997 special meetings.

III. Public comments

IV. Convene in closed session to interview prospective candidates for:
Chief Probation Officer

III. Reconvene in open session, and take a vote on whether to disclose discussion held in closed session.

IV. Adjournment

March 3, 1997

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

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& closed

NOTICE OF REGULAR MONTHLY MEETING and CLOSED MEETING immediately following

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, Mar. 12, 1997

AGENDA

I. Roll Call
II. Review of Jan. 8, and Feb. 12, 1997 meeting minutes
III. Chief Probation Officer's Report: population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview. update on AB 799/AB 1483 funds and Log Cabin Ranch programs.
IV. Action Items:
  A. Consideration of possible action on Facilities Comm. recommendation on painting of the exterior walls of W-buildings.
  B. Consideration of possible action on resolution to contract with Santa Clara County Probation for temporary housing of female SF wards, in their ranch.
  C. Consideration of possible action on Facilities Comm. recommendation on Juvenkle Hall Co-Ed Unit project.
V. Discussion Items:
  A. Status of Request for Proposals for both Aftercare and evaluations of Intensive Home Based Supervision programs.
  B. Status of Log Cabin Ranch programs
  C. Probation Officers'Association proposal for reform: employee involvement in decision making, creation of policy and program/services.
  D. Dept.'s plans to deal with truancy of juvenile wards.
  E. Current status of staffing and hiring, and the Affirmative Action Plan.
VI. Public Comments.
VII. Other Business.
VIII. Adjournment to closed meeting.

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AGENDA

I. Roll Call in open session.
II. Convene in **closed session pursuant to Gov. Code 54957, PUBLIC EMPLOYEE APPOINTMENT:** Chief Probation Officer
III. Reconvene in open session. Announce whether a decision was reached on the appointment question.
IV. Public comments
V. Adjournment

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, Mar. 10. Call the office to make arrangements)

Mar. 5, 1997

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

JUVENILE PROBATION COMMISSION

March 12, 1997

The Minutes of this meeting are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY MEETING, and CLOSED MEETING pursuant to Gov. Code 54957 immediately following

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, April 9, 1997

AGENDA

I. Roll Call
II. Review of Mar. 12, 1997 meeting minutes
III. Chief Probation Officer's Report: population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview.

IV. Action Items:
  A. Consideration of possible action on Finance Comm. recommendation regarding Dept. use of AB 1483 funds for correcting current fiscal year budget deficiencies.
  B. Consideration of possible action on Program Committee's recommendation for use of $50K on evaluations of Intensive Home Based Supervision programs.
  C.
V. Discussion Items:
  A. Update on the City's efforts in securing Board of Corrections grant to implement a Masterplan for juvenile justice in San Francisco. (Comm. Breyer)
  B. Status of Request for Proposals for Aftercare program.
  C. Status of Log Cabin Ranch programs
  D. Dept.'s plans for dealing with Truants who are wards of the court.
  E. Current status of staffing and hiring, and the Affirmative Action Plan.

VI. Public Comments.
VII. Other Business.
VIII. Adjournment to closed meeting.

AGENDA

I. Roll Call in open session.
II. Convene in **closed session pursuant to Gov. Code 54957, Public Employment** re: Chief Probation Officer
III. Reconvene in open session. Vote on whether to disclose discussion held in closed session.
IV. Public comments
V. Adjournment

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, April 7. Call the office to make arrangements)

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF APRIL 9, 1997 REGULAR MONTHLY MEETING, and CLOSED MEETING pursuant to Gov. Code 54957

I. *The meeting was convened at 5:35 pm.* Comm. Breyer, Shimko, Julian, Jackson-Drake were present. Comm. Hale arrived at 5:41 pm. , Comm. Chuck at 5:55 pm. Comm. Arámburo was excused.

II. *Review of Mar. 12, 1997 meeting minutes .*
The minutes were approved without amendments.

III. *Chief Probation Officer's Report:*
Rudy Smith reported on the population of Juvenile Hall and Log Cabin Ranch. LCR had 6 new commitments, 4 graduates, 2 failures. 45 avg. ... Juvenile Hall avg. 114 in March. The full details are available through the CPO's office. Smith identified 4 Dept. staff who were involved in the capture of a youth who ran while waiting for court. They were: Angus McFarlane, Gary Moline, Yvonne Moore, Vivian Hearst. They were commended by the Commission.

IV. *Action Items:*

A. *Consideration of possible action on Finance Comm. recommendation regarding Dept. use of AB 1483 funds for correcting current fiscal year budget deficiencies.*
Sandra Brown-Richardson reviewed the discussion held in Finance Committee, and the request to use AB 1483 funds ($254K) to replace funds taken from Log Cabin Ranch, which would be used to cover over costs from operations at Juvenile Hall. She referred to the final draft of the Dept.'s proposal (handed to commissioners at the meeting). There is a projected deficit of $325K.
Comm. Breyer repeated his concern that the request might be cut apart by the Mayor's office. He wanted to know if there was a guarantee that it could be approved in total. Brown-Richardson suggested possibly that the Commission write a memo to attach to the proposal stating the desire that it be dealt with in that manner. Comm. Shimko stated her disappointment that this problem had to be dealt with this way, that Log Cabin needs more funds for more programs. She also said that the memo should state that this is a new request and not just a revised version of any former request. Brown-Richardson said that while this is a revised version, it is essentially a new request and has been stated as such to the Mayor's office. Comm. Breyer restated the motion that the Commission approve the submission of the supplemental budget request, with a cover letter that asks it be accepted or rejected in total.

B. *Consideration of possible action on Program Committee's recommendation for use of $50K on evaluations of Intensive Home Based Supervision programs.*
Comm. Shimko had to excuse herself from the meeting, but stated that she was in favor of moving forward with the proposed RFP for contracting an evaluator (the draft given to the committee). Cheyenne Bell said that it was possible to encumber funds without having an actual contract. She further said that if it wasn't spent by June 30, it could be lost back to the general fund. She said it takes 4 mos to complete a contracting process, but she'll try. She mentioned that if it appeared impossible to complete, she would recommend giving the amount back to the community based programs. Comm. Breyer offered to hold a special mtg before the next regular mtg, in case an approval of a contract was needed.

V. *Discussion Items:*

A. *Update on the City's efforts in securing Board of Corrections grant to implement a Masterplan for juvenile justice in San Francisco. (Comm. Breyer)*
Comm. Breyer reviewed the course of actions to date, including this morning meeting with the Board of Corrections where they testified regarding the plan. The Board will render their recommendations in about 3 weeks time. The Commission will encourage public comment on the implementation of the plan. He included the Probation Officers' Assoc., which had given input during the preparation of the plan. The Commission Secretary was directed to make copies available to the public, at cost. Comm. Julian recommended that public not be restricted to giving its response in oral form at a commission mtg, but also in written or other form. Comm. Jackson-Drake suggested having a hearing on it after May 1. Comm. Hale asked what action/position the Commission would take in case certain sections of the plan are not in accordance with Commission orientation. Comm. Julian also asked what the process will be, and what role the Commission will play in that process. He wanted to know if the Commission disagreed with certain sections of the plan, would it be appropriate to say so. Comm. Breyer said yes. Comm. Jackson-Drake is comfortable with making comments on the plans either way, pro or con.

B. *Status of Request for Proposals for Aftercare program.*
C. Bell reported 5 proposals being reviewed by a 7 member panel (tomorrow). Recommendations will be sent to Commissioners. Comm. Breyer asked if there needed to be action before the next Comm. mtg. Bell said yes. Consideration of action at the April 26 mtg was offered.

C. *Status of Log Cabin Ranch programs*
Johnny Miller reported that only 2 contracts have been implemented: Omega, culinary program. The others await finding instructors. Some other programs are being carried out by staff. Comm. Jackson-Drake asked about the horticulture program. A short discussion ensued, but it was unclear how this program related budgetarily to the other programs as it is not currently under contract either. The carpentry program was also not currently staffed but Miller said one might be done any day. Comm. Julian asked how instructors were recruited. Ans. Through word of mouth. Has there been any consideration of hiring retired people? Comm. Hale asked if the programs run by staff are designed that way because there's not enough money to do it with contractors. Miller said that it was because staff could provide those services, but that they didn't have enough money to contract out. He said that having staff provide services/programs directs the Ranch toward more treatment orientation than custodial, so staff needs to be primary providers of such treatment. Comm. Hale wanted to know if staff are trained to do these things. Miller said that some staff already have some knowledge in the things they were doing, himself for example. Comm. Hale questioned the "multi cultural"-ness of the multi cultural programs at the ranch. Miller said it was difficult to get representatives from different ethnicities to come down tot he ranch.

D. *Dept.'s plans for dealing with Truants who are wards of the court.*
Melinda Mills reported that she is still talking with Susan Wong at SFUSD, and that while they exchange lists of students, the process breaks down every couple of months. She said it was difficult to get accurate, up to date info. They do not have a mechanism to do this yet. Comm. Breyer repeated what he learned from the SFUSD, reported at the last commission mtg. He asked why it was not possible. Mills said it wasn't. She said that even if the schools have that info. there is no mechanism to get it

from them. Comm. Breyer took issue with that. Mills said getting cooperation of the schools is difficult. Comm. Breyer offered to sit down at a mtg with the SFUSD and Woodside Learning Ctr to iron out a solution. He asked Mills to organize this meeting. Comm. Julian asked if they are working with the SFSU in this area of concern. No. He has been trying to contact Dean J. Perea (of college of Education at SFSU) to see what cooperation might be possible. Comm. Hale asked what would be the process once a truant is identified.

E. *Current status of staffing and hiring, and the Affirmative Action Plan.*
Judy Griffin reported no new hires since the last commission meeting. Interviews are being held for Juvenile Hall counselors.

VI. *Public Comments.*
Al Harper, PO with Serious Offenders Program, said that most probationers are assigned to satellite schools in the district, and as such made daily reporting of attendance difficult because they do not have daily computer links to the district's database.

VII. *Other Business.* None

VIII. *Adjournment to closed meeting.*
The meeting was adjourned at 7:01 pm

SPECIAL MEETING

I. *Roll Call in open session.*
The meeting was convened at 7:09 pm. Comms. Breyer, Jackson-Drake, Julian, Hale, and Chuck were present. Comm. Breyer announced they would now convene in closed session.

II. ***Convene in closed session pursuant to Gov. Code 54957, Public Employment***
re: Chief Probation Officer

III. *Reconvene in open session. Vote on whether to disclose discussion held in closed session.*
The meeting was reconvened in open session at 7:42 pm. and the Commissioners voted not to disclose what was discussed in closed session.

IV. *Public comments*
There were none.

V. *Adjournment*
The meeting was adjourned at 7:45 pm.

Adopted May 14, 1997

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL COMMISSION MEETING

at McLaren Lodge
Golden Gate Park
Stanyan and Fell Sts.

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9:00 am, Saturday, April 26, 1997

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AGENDA

I. Roll Call
II. Reivew minutes of April 9 regular Commission mtg.
III. Discussion Item
    a. Mission, goals, philosophy of the Juvenile Probation Commission, and what objective activities might be undertaken to effect them.
    b. Processes for the Commission that might facilitate/streamline/improve the efficiency of its work.
IV. Other business
V. Public Comments
VI. Adjournment

April 18, 1997

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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JUVENILE PROBATION COMMISSION

NOTICE OF CANCELLATION

of

SPECIAL COMMISSION MEETING

originally scheduled

at McLaren Lodge
Golden Gate Park
Stanyan and Fell Sts.

9:00 am, Saturday, April 26, 1997

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF SPECIAL CLOSED COMMISSION MEETING, APRIL 26, 1997

I. *Roll call*
The meeting was convened at 9:00 am. All commissioners with the exception of Damone Hale were present.

II. *Public comments*
None

III. *Convene in closed session to interview prospective candidates for:*
Chief Probation Officer

IV. *Reconvene in open session, and take a vote on whether to disclose discussion held in closed session.*
The Commission voted not to disclose the discussion held in closed sesssion. The vote was unanimous.

V. *Adjournment*
The meeting was adjourned at 12:30 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

NOTICE OF REGULAR MONTHLY MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, May 14, 1997

Fax Copy
1st Posted
5/9/97

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AGENDA

/14/97

I. Roll Call
II. Review of April 9, 1997 meeting minutes
III. Chief Probation Officer's Report: population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview, supplemental budget request.
IV. Action Items:
  A. Consideration of possible action on selection of contractor for Aftercare program.
  B. Selection of a community site for the June meeting.
  C. Set a hearing date for comments on the Juvenile Justice Action Plan by Delancey St.
V. Discussion Items:
  A. Update on the City's efforts in securing Board of Corrections grant to implement a Masterplan for juvenile justice in San Francisco. (Comm. Breyer)
  B. Status of Request for Proposals for Evaluation of Home Based Supervision programs.
  C. Status of Log Cabin Ranch programs
  D. Update on Dept's meeting with SFUSD for dealing with Truants who are wards of the court.
  E. Retreat date
  F. Current status of staffing and hiring, and the Affirmative Action Plan.
VI. Public Comments.
VII. Other Business.
VIII. Adjournment

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, May 12. Call the office to make arrangements)

May 7, 1997

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF MAY 14, 1997 FULL COMMISSION MEETING

I. *Roll Call*

The meeting was called to order at 5:35 pm. Comm. Jackson-Drake was absent at roll call. Comm. Chuck was excused. All others were present.

Comm. Breyer reported on the results of the closed session immediately prior to the full Commission meeting. He reported that the Commission had reached a decision on the appointment of the new Chief Probation Officer, and had sent a name to the Mayor's office. They will now await a response before they make the next move. The Commission then voted not to disclose the nature of the discussion held in closed session. The vote was 5-0.

II. *Review of April 9, 1997 meeting minutes*

The minutes were approved without corrections.

III. *Chief Probation Officer's Report: population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview, supplemental budget request.*

The Chief read off several population figures for LCR and the hall. A complete copy of this report is available from the CPO's office.

Sandy Brown Richardson reported that the supplemental budget request has passed out of committee at the Bd of Supes level and now will be acted upon by the full Bd. Comm. Hale asked if the money for the painting was included in that. No.

Comm. Shimko asked about the 7 attempted suicides in April. One youth tried 3 times. There was no special follow up for emotional therapy for this youth. Comm. Hale wanted to know what follow up counseling is being given to these youth? Mtambuzi spoke off mike so his comments were not picked up. Comm. Julian wanted more specific information in reporting suicide attempts, as well as what the nature of the assaults reported in juvenile hall. Comm. Shimko asked why there may be more incidents in one unit than another. Janet Medina said different factors can result in that. Comm. Hale questioned the characterization of assaults in the hall. Some discrepancy exists between his understanding of the numbers, and what is reported by the Dept. Comm. Julian asked for an analysis (a descriptive narrative) of the numbers of incidents reported. Medina said it would be difficult. There was a concern for how the Dept was reporting the incidents, characterizing them, and analyzing what were the problems manifested by these incidents (increase in assaults). Comm. Arámburo asked if there were any anger management programs in place. Comm. Hale spoke about the need for dealing with anger in the female wards who have experienced violence in their lives. Comm. Breyer asked how the Dept. assesses effectiveness of the programs in the hall that are supposed to deal with these problems. There was no answer. Is there a follow up plan when they are out of the hall? No answer. Comm. Hale asked what steps were being done now to deal with the anger/violence in the hall. Janet Medina mentioned a couple of things, but not in detail.

IV. *Action Items:*

A. *Consideration of possible action on selection of contractor for Aftercare program.*

Comm. Shimko reported what was done in the Program Committee (see minutes of the committee mtg). The Commission will be able to act on the Dept.'s recommendations, in the June mtg.

B. *Selection of a community site for the June meeting.*

It was decided to have the June 11 meeting in the Western Addition. The Third Baptist Church will be asked to host.

C. *Set a hearing date for comments on the Juvenile Justice Action Plan by Delancey St.*
It was decided to hold the hearing on the same day as the July Commission meeting, (July 9), and the Secretary was directed to put out a major announcement encouraging attendance and opinions on the plan. The Secretary was also directed to make sure that local press placed notices about the regular Commission meetings in their papers. Comm. Breyer asked that all interested parties who want to testify regarding the plan, hold their comments to those aspects of the plan that have a direct affect on the Dept. In regards to the outreach for this hearing, Peter Bull offered to make an announcement through the Coleman network.
Comm. Hale repeated his question regarding the Commission's ability to affect/change anything in the plan. Comm. Breyer said he didn't feel that the plan, as currently written, is the final word, and that further input was still necessary.

V. *Discussion Items:*

A. *Update on the City's efforts in securing Board of Corrections grant to implement a Masterplan for juvenile justice in San Francisco.*
Comm. Breyer reported that the proposal submitted by Delancey St. was rated number 1, but that this did not reflect a final decision by the Board of Corrections as to grant amount. He said that once this was made public knowledge, then there would be more to report.

B. *Status of Request for Proposals for Evaluation of Home Based Supervision programs.*
Cheyenne Bell reported that proposals will be panel reviewed on May 28. She feels it will be ready for action by the next Commission meeting (June 11). Comm. Shimko asked if funds needed to be encumbered by June 30.. Bell said that Sandy Brown-Richardson said that she could get it done even if the deadline was passed.

C. *Status of Log Cabin Ranch programs*
Johnny Miller reported that all programs, with the exception of the landscaping and carpentry programs, are in place. (See minutes of Program Committee mtg).

D. *Update on Dept's meeting with SFUSD for dealing with Truants who are wards of the court.*
Comm. Breyer Comm. Julian met with the SFUSD and the came up with a trial program of gathering information on truants who are wards. There are problems in trying to find a common method of ID'ing youth, but they are currently producing a report to give to POs to see if this helps in keeping on top of wards who become truant. Comm. Arámburo said that San Jose had software which allowed it track youth's attendance. Comm. Breyer asked Chief Smith to give a report at the next meeting regarding continued refinement of a system to keep attendance of those youth of interest to this Dept. Comm. Arámburo raised the issue of consequences once the truancy information is made available. What is the Dept prepared to do about it.

Public Comments: Robert Sonne, PO, spoke in favor of placing POs in the schools. There was a concern for the caseload of POs having such assignments. There were questions of the causes of truancy, and Sonne said that a percentage of them (et. 15%) are drug related (mostly heavy use of marijuana). Comm. Jackson-Drake said there seems to be the need for alternative interventions for such students. There was not a clear picture as to the nature of the other youth who are truant.

E. *Retreat date*
It was decided to hold off on setting a date until after the July meeting, and hearing on the Delancey St. report. The Chief appointed Cheyenne Bell to work with the Commission on the retreat.

F. *Current status of staffing and hiring, and the Affirmative Action Plan.*
The Chief didn't have a complete report on this. There was a form passed out to the Commissioners showing existing vacancies in the dept.

VI. *Public Comments.* none

VII. *Other Business.* Comm. Julian asked to set up an appointment to go visit LCR and Hidden Valley. The Secretary will work with him and any other Commissioners who are interested.
Comm. Arámburo asked about the search policy for youth in B5. Her concern is that those youth are subjected to searches when others are not, given the same conditions. Medina said the policy is consistent for all wards in detention. Chief Smith said that the incident in question (possibly implicated by Comm. Arámburo's question) was taken care of.
Comm. Breyer reported that work is still being done to establish a chaplaincy at the hall, using outside funds (the city won't put money into this), but there may be an interest from foundations. He also said that if there are stats on teen parents in the hall, there may be opportunities to secure funds for the chaplaincy, in order to offer counseling to them.
Comm. Shimko announced, for those who hadn't already read it, that Comm. Breyer had been nominated for a Federal District Court Judgeship, by Diane Feinstein, and congratulated him for this.

VIII. *Adjournment*
The meeting was adjourned at 7:24 pm.

Notice:

After a review of the recent practice of not publishing Commission meeting minutes until after they have been formally approved, it is the opinion of this office that the sometimes long delay in this diminishes the usefulness of the meeting record. Some people rely on the minutes to keep up with the activities of the Commission, and having them 2 months later doesn't allow for this in a timely manner.

Therefore, as of this mailing, the minutes of each meeting will be distributed IN DRAFT FORM (not officially adopted), just for information's sake. It is hoped this will meet your needs better. Additionally, if you would rather be put on the fax list for meeting announcements, and not US mail, then please leave an appropriate number for this, on the office phone. Thank you for your patience.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

NOTICE OF PROGRAM COMMITTEE MEETING

Third Baptist Church
1399 McAllister St.
San Francisco, Ca 94115
4:00 PM, Wednesday, June 11, 1997

AGENDA

I. Roll Call
II. Review of Program Committee meeting minutes of May 14, 1997
III. Discussion/Action Items:
    A. Possible recommendation to full commission on choice of contractor for Log Cabin Ranch aftercare program.
    B. Possible recommendation to full commission on choice of contractor for evaluation of Intensive Home Based Supervision programs
    C. Discussion and possible action on the question of fiscal year '97-98 contracts for community based programs.
IV. Public Comments.
V. Other Business.
VI. Adjournment

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NOTICE OF REGULAR MONTHLY MEETING

Third Baptist Church
1399 McAllister St.
San Francisco, Ca 94115
5:30 PM, Wednesday, June 11, 1997

AGENDA

I. Roll Call
II. Review of May 14, 1997 meeting minutes
III. Chief Probation Officer's Report: population stats for Log Cabin Ranch and Juvenile Hall. Weekend intake, detention overview.
IV. Action Items:
    A. Consideration of possible action on selection of contractor for Log Cabin Ranch aftercare program.
    B. Consideration of possible action on selection of contractor for evaluation of Intensive Home Based Supervision programs.

V. Discussion Items:
    A. Update on the City's grant to implement a master plan for juvenile justice in San Francisco. (Comm. Breyer)

B. Update on the system being developed by the Dept. for dealing with truants who are wards of the court.

C. Current status of staffing and hiring, and the Affirmative Action Plan.

VI. Public Comments.

VII. Other Business.

VIII. Adjournment

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, June 9. Call the office to make arrangements)

June 4, 1997

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§ 16.520-16.534] to register and report lobbying activity. For more information about th Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market St. #701, San Francisco, Ca 94102, (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

REMINDER of special hearing on the Juvenile Justice Action Plan

The Juvenile Probation Commission
will devote the entire agenda of their regular

July 9, 1997 meeting
5:00 pm at
Youth Guidance Center Cafeteria

to a discussion on the components of the plan that directly impact the Juvenile Probation Dept.'s activities.

The Commission requests all interested parties be present to give testimony, raise questions, and generally provide input on the content and intent of the plan.

Those not having had a chance to read the plan before, can pick up a copy from the Probation Commission at a cost of $6.00 ($9.00 mailed first class US mail. Either way, call first). Written responses are also encouraged if attendance at the meeting is not possible.

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Juvenile Probation Commission

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MINUTES OF JUNE 11, 1997 REGULAR MONTHLY MEETING

I. *Roll Call*

The meeting was called to order at 5:35 pm. All commissioners were present at roll call. Comm. Breyer welcomed those in attendance at the Third Baptist Church, and thanked Ruth Turner for graciously hosting the Commission's meeting there.

II. *Review of May 14, 1997 meeting minutes*

The minutes were adopted without amendments.

III. *Chief Probation Officer's Report: population stats for Log Cabin Ranch and Juvenile Hall. Weekend intake, detention overview.*

Rudy Smith gave a short report on the numbers in the Hall, as well as Log Cabin Ranch. There have been high numbers recently, even though on this day the number in theHall is below the max. capacity. Comm. Arámburo asked to have reports on the number of youth awaiting placements given on a monthly basis. Comm. Shimko also asked for this. Janet Medina (Director of Juvenile Hall) spoke off mike and was not picked up.

Chief Smith reported on the Memorial Day BBQ for the youth in the hall.

Comm. Julian asked if the ethnic identity is made by staff or youth self identifying. Mills says the staff at intake or processing make that designation. Medina said that the unknown category is made up of mixed race youth. Comm. Julian also asked if the listing of offenses in the detention records is manually entered or computer programmed. Ans. typed in manually. Quest: what are some types of miscellaneous grievances. Ans. anything that was not covered under the other categories of grievances.

Comm. Arámburo mentioned 5 complaints about laundry in B5. Medina said that these were due to many things: personality, changes in the laundry system, unit supervisors not having enough on hand in unit. Quest: is there a neighborhood breakdown of where the juvenile hall admissions are coming from? no. Quest: what were the contraband referred to in incidents. razorblade, lighter. Not sure where and how they got in.

Comm. Hale also echoed the concern for laundry. Especially in B5. This seems to be a concern of well over a year in duration. There are also complaints in G2. Comm. Shimko said there needs to be a good system in place to ensure adequate supplies. Comm. Breyer also expressed his displeasure with how the Dept has been dealing with the problem. He said that the basic needs of the youth in the Dept.'s charge have to be met, and that the Commission intends to view this as a serious issue regarding the senior staff. He further stated that if it demands each complaint be forwarded to the Commission along with the Dept's intended resolution, then he will request such a procedure.

Comm. Arámburo asked about the escape at Log Cabin. Miller described it.

Comm. Jackson-Drake asked about the painting project for the W-buildings. Is there money, is there a timeline for completion. This topic was broached back when she was still on the facilities committee. Rudy Smith said they are still working out a plan to do it. Comm. Hale said that Norm Cole said some funds from the electric locks project for the Hall may be available for this. Funds from this line item have been diverted this past year to other things, leaving inadequate funds to complete this item.

Comm. Shimko asked about the status of the supplemental budget request. Chief Smith did not have an answer. He promised it to Comm. Shimko Thursday. Comm. Shimko asked for this update in a memo and asked also for a report on how the Dept's budget compared with that approved by the Mayor's office.

Comm. Breyer thanked the Dept. for the annual report (for 1996) and wanted to compare it to the stats contained in the year before (1995). He asked the Secretary to include it as a discussion item for the July meeting. He also asked to re calendar the hearing on the juvenile justice action plan for the August meeting.

IV. *Action Items:*

A. *Consideration of possible action on selection of contractor for Log Cabin Ranch*

aftercare program.

Comm. Shimko reported that the Dept. was not ready to move forward on this, so no recommendations were forthcoming from the committee. The item has been continued to July 9. Comm. Jackson-Drake asked if that means there has been no aftercare services. Ans: there are 2 POs doing what the Dept has always done, but this is not the entire aftercare services possible.

Comm. Shimko repeated that this failure is a failure of the Dept entirely. Comm. Breyer said that it is the Chief's responsibility to solve this problem. If there needs to be reallocation of resources in order to get things done, then it needs to be done. He directed the Chief to resolve this problem.

B. *Consideration of possible action on selection of contractor for evaluation of Intensive Home Based Supervision programs.*

Comm. Shimko reported what was done in committee, and related that the recommendation is to contract with the top ranking applicant (davis Ja and Associates) assuming that those rankings aren't changed by preference points from the Human Rights Commission. There was no public comment. **The question was called and passed unanimously.**

V. *Discussion Items:*

A. *Update on the City's grant to implement a master plan for juvenile justice in San Francisco. (Comm. Breyer)*

Comm. Breyer had no new information about this. It was pretty much public knowledge that $5.5 million was granted. Comm. Hale expressed continued concern for aspects of the plan (eg. the intake center at the tenderloin YMCA). He said that he knows of ongoing meetings by Delancey St. regarding this plan, but the Dept. has not been kept up to date on what is being discussed. He is disturbed that plans are being thrown about without the Commission and Dept. being a part of that discussion. Comm. Breyer had not even heard about the meetings Comm. Hale mentioned. Comm. Breyer said that a representative of the Dept should be a part of those meetings and should report back to the Commission. Chief Smith said he has not been invited to any of those meetings. Melinda Mills said that two POs have been attending some of the meetings. Rich Perino and Ed Vasgerdsian. Comm. Shimko asked the Chief whether or not he was named in the proposal as the Chair of the Coordinating Committee. Yes, but he has not been participating in the meetings. Comm. Arámburo asked Chief Smith to contact Mimi Silbert and ask that a Dept. representative to be present at all these meetings that relate to the Dept. Mills says the Delancey St. Foundation has been talking about the Boston Plan (she, herself, has been asked by the Foundation to head up a group that will discuss the issue of early intervention). Chief Smith mentioned a meeting he had with Bill Vince and Captain James Dudley to talk about the Boston Plan, and the Delancey St. Foundation was there also.

B. *Update on the system being developed by the Dept. for dealing with truants who are wards of the court.*

Mills reported the Dept. assigned a Sr. PO to work with Susan Wong from the SFUSD to develop an MIS tracking system that will allow both the Dept and SFUSD to keep track of the kids concerned in this project. They hope to have something in place by the Fall.

C. *Current status of staffing and hiring, and the Affirmative Action Plan.*

Mills reported no new hires in this last month. The Hall and Log Cabin will be losing temporary staff (4 at LCR). This presents a safety issue, having inadequate, and overworked staff. The requisitions for these positions and others are still being held up in the Mayor's budget office. Comm. Breyer instructed the Chief to draft a letter to him explaining this issue of safety and he will take it to the Mayor and see how far it can be pushed for resolution.

Comm. Jackson-Drake asked if there were ready candidates to take over these openings? No. Mills says that no candidates can be readied until the requisitons are released and they can't be released until the present staff are completely off the payroll (completed taking their comp time/vacation/sick pay). Comm. Hale said he had heard of other depts. eg. public defender, refusing to accept new referrals until their staffing situation cleared up. Comm. Breyer said he wanted it a part of the record that this issue is not just one of staffing, but of public safety. Comm. Shimko asked who in the Dept was responsible for monitoring these problems, to stay on top of the staffing issues? Comm. Jackson-Drake asked for clarification of the numbers of positions they were talking about. Between juvenile hall and Log Cabin Ranch there are 10.

VI. *Public Comments.*

Bil Vince, Police Liaison to probation, introduced Captain James Dudley of the Juvenile Division, and spoke about the Boston Plan. He was impressed with the plan and urged the commissioners to review it as it has great relevance to the SF plan for community probation. Comm. Arámburo asked if there has been talk with Delancey St. about this? Comm. Breyer asked the Secretary to notice this as a discussion item at the July 9 meeting.

Captain Dudley also spoke favorably of the plan.

Aimee Exnicios, PO, cautioned against blindly following the Delancey St. plan. She also spoke in favor of concentrating on early intervention strategies, and finally said that the probation dept. has been reduced over years to far less PO staffing than any time in the past.

VII. *Other Business*

Comm. Julian asked how many youth were involved in the 5 attempted suicides. (2) Comm. Arámburo asked if the policy on searches was being followed to the letter? and asked that a city attorney issue an opinion as to the constitutionality (or fairness) of the policy. Mills said that the policy follows American Correctional Association's standards. She also had a question about why the Omega program is not available to youth in B5. She asked that this issue be put on the next agenda. Question: are transfers of youth from one unit to B5 done with a time limit, and then the youth is returned to his original unit? Medina said that it is until discipline is served. Then they are maybe returned to their unit.

VIII. *Adjournment*

The meeting was adjourned at 7:36 pm.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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Announcement of special hearing on the Juvenile Justice Action Plan

The Juvenile Probation Commission
will devote the entire agenda of their regular

July 9, 1997 meeting
5:00 pm
Youth Guidance Center Cafeteria

to a discussion on the components of the plan that directly impact the Juvenile Probation Dept.'s activities.

The Commission requests all interested parties be present to give testimony, raise questions, and generally provide input on the content and intent of the plan.

Those not having had a chance to read the plan before, can pick up a copy from the Probation Commission at a cost of $6.00 ($9.00 mailed first class US mail. Either way, call first). Written responses are also encouraged if attendance at the meeting is not possible.

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Also

Note that the June 11, 1997
Commission meeting

will be held in a community site.

Third Baptist Church
1399 McAllister St.

an agenda will be posted at a later date.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

NOTICE OF REGULAR MONTHLY MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, July 9, 1997

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AGENDA

I. Roll Call
II. Review of June 11, 1997 meeting minutes
III. Chief Probation Officer's Report: population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview.

IV. Action Items:
  A. Consideration of, and possible action on Program Committee recommendations regarding contracts with community based programs for probation services.
  B. Consideration of possible action on restoring Omega Boy's Club contract amount to former levels.

V. Discussion Items:
  A. Report and update on the Department' 1996-97 budget, and proposed 1997-98 budget.
  B. Report by Department and discussion on what has been done to date by various bodies regarding the Juvenile Justice Action Plan.
  C. Discussion regarding inclusion of B5 detainees in Omega Club programming in the Hall.
  D. Discussion of the Dept.'s annual statistical report, in comparison with the previous year (1996 vs 1995).
  E. Discussion of the Boston Plan for community based probation

VI. Public Comments.
VII. Other Business.
VIII. Adjournment

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, July 7. Call the office to make arrangements)

July 3, 1997

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MINUTES OF JULY 9, 1997 REGULAR MONTHLY MEETING

I. *Roll Call*

The meeting was called to order at 5:33 pm. Comm. Julian, Arámburo, Shimko, and Chuck were present. Comm. Hale arrived at 5:40 pm.

II. *Review of June 11, 1997 meeting minutes*

Comm. Shimko corrected the statement of her comments at the top of pg. 2 to read "Commissioner Shimko repeated that the inability of the Comm Programs division to complete this task due to time pressures is a failure of the Dept. entirely." Comm. Arámburo corrected pg. 3, under "other business" where it inappropriately attributes the statement regarding the American Correctional Association to Melinda Mills. It should read Janet Medina. Also, continuing in that paragraph, the third person pronoun "she" refers to Comm. Arámburo. With these corrections, the minutes were approved.

III. *Chief Probation Officer's Report: population stats for Log Cabin Ranch and the Hall. Weekend intake, detention overview.*

There was a loss of sound on the recorder, so the bulk of this report was not recoverable. Davis Ja of Davis Ja and Associates reviewed what he will be doing as the contractor selected to evaluate the Intensive Home Based Supervision programs. His target for completion is March of 1998.

Judy Griffin said that the Controller's office has completed its work on the Dept. audit but has not completed its report. When that is available, the Commission will receive copies. She also referred to the new element of the detention stats, which is the status of detainees (what stage of proceedings they are at). This was requested by the Commission at the last meeting. Comm. Shimko asked for further detail on how many weeks youth were awaiting placement. Comm. Shimko expressed her concerns again on the double bunking of girls. J. Griffin stated that this weekend they would be making the change over for B1 to being a girls' unit (G1). G2 will be the co-ed unit, an assessment unit, as well as the unit for less sophisticated girls. RU will be for older youth. Comm. Shimko mentioned that some counselors were against the idea. Comm. Hale commented that the Facilities Committee will be looking at this area of work (assessment).

IV. *Action Items:*

A. *Consideration of Program Committee recommendations, and possible action regarding contracts with community based programs for probation services.*

Comm. Shimko reported that the Committee had held meetings and reviewed the report on the programs being considered for renewal, and that they recommended to renew all contracts, with noted conditions set by the Dept. She also spoke of certain issues that were raised during those meetings, such as revised reporting requirements and length of participation in the programs, the under utilization of the program services, the lack of knowledge of available services, by POs. Comm. Arámburo echoed the concern of under utilization. She suggested inclusion of informal probationers in those programs. She also mentioned the inconsistency of reporting, and the varying efficacy of the case management being provided. Comm. Shimko said that contract compliance isn't the same as program effectiveness. Comm. Hale asked Sandy Brown-Richardson about the management assistant (1823). Her answer was not heard on mike. Comm. Arámburo moved to accept the Program Committee's recommendation. The vote was unanimous in favor.

V. *Discussion Items:*

A. *Report and update on the Department' s 1996-97 budget, and proposed*

1997-98 budget.

The approved budget (in the Mayor's office) was not much different from the one submitted by the Dept. The request for increased overtime was not allowed. The upcoming year's staffing should be greater help in keeping OT down. Comm. Shimko asked about the replacement of two way radios for staff, in the '96-'97 budget. They are on order but not in hand yet. A question was asked about the security system for the units in the hall. Brown-Richardson said that of the money set aside for that project, about $100K was taken from the pot --for what, she was not familiar-- and she was not sure if the remainder will be kept for the original purpose, or used for other projects. She will also be looking into CDBG funds for painting. Comm. Arámburo referred to pg. 2 other current expenses. Out-sourcing testing, assessments. amounts and numbers of youth assessed for these varies year to year. Comm. Julian asked if the Dept ever thought of going to a university to see if someone would be interested in doing a study regarding referrals to CYA. J. Griffin said they've had people in the past, but not recently. Comm. Hale asked if other juvenile depts have done any collaborations.

B. *Report by Department and discussion on what has been done to date by various bodies regarding the Juvenile Justice Action Plan.*

Judy Griffin reported that the city received $5.4 million for the plan. A team is assigned to deal with each of the major areas. To date, only two teams are in place (community referral and assessment center, and the safe corridor). The contract with the State is still in negotiation. The contract will spell out what projects will be funded. Can the plan be modified by the City once it is approved?

There was a public comment regarding the lack of public knowledge about meetings that are occurring surrounding the plan. Comm. Arámburo said that he could call Craig Miller of Delancey St.

Mary Harris asked about the Delinquency Prevention Commission's upcoming meeting with the Juvenile Justice and Juvenile Probation Commission. Comm. Shimko is suggesting that they re schedule that meeting after the August JPC meeting.

Cheyenne Bell expressed her concern for the lack of input being sought from the Dept. on the plan. Melinda Mills reported that she was contacted by Craig Miller of Delancey St. to begin talking about the intake/admission/release processes. She will also be going to a meeting about the early intervention program. Judy Griffin said that there seems to be a response to the Dept's letter of concern. Comm. Chuck commented that there should be a protocol where request for staff time is channeled through the Chief's office. Griffin said that this will be done, and they will determine the most appropriate staff to be involved in any requested activity.

C. *Discussion regarding inclusion of B5 detainees in Omega Club programming in the Hall.*

Comm. Arámburo asked for this item because she was concerned for the lack of services for youth in B5. She observed the work being done by Omega and thought youth in B5 could benefit from participation in the program. Comm. Shimko said that she has been at the Omega program where youth from B5 were included. Griffin said that there are many issues involved but they are willing to look into it. The issue of security is involved. They would not allow youth out of the unit, nor other youth in the unit, but if Omega could come to B5, they could hold the meetings. Janet Medina asked Jack Jacqua if he could include B5 in Omega programming, and he said no.

D. *Discussion of the Dept.'s annual statistical report, in comparison with the previous year (1996 vs 1995).*

Comm. Shimko said that the numbers have gone up in the last year, but Mills said that over the past 10 years it has been on a decline. Comm. Julian asked if detention is cyclical (up and down). Mills said they couldn't see a set pattern. A question of why it takes so long to compile an end of year report. Griffin said it is an MIS problem. Will there be any more sophisticated analyses of data attempted? No. not next year. There was a question of why referrals to LCR were down, but average daily enrollment there seemed higher.

E. *Discussion of the Boston Plan for community based probation.*
Comm. Shimko said she didn't see anything "revolutionary" about the plan. She asked if SF didn't have POs who work at night. Yes, some do. Bill Vince spoke off mike and was not picked up. The discussion broached questions of effectiveness due to frequent contact between authorities and families, cultural sensitivities and understanding, work between authorities (and their oversight of compliance), with community based services, and if it was effective due to the work of the authorities or the work of the community services, or just what the relationship is between the two --is this more law enforcement or rehab. Issues of changing work conditions for POs in order to make such a plan work in SF, and adequate funding for the staff necessary to do the work. Question of the target population: early offenders, or serious repeat offenders. It was decided that the plan deserved a closer look in order to answer the number of questions that came up.

F. *Discussion on restoring Omega Boy's Club contract amount to former levels.*
The question was raised in a previous meeting as to why the Omega's original contract for services was reduced one year and never restored, and if it could be raised to its former level now, in view of the work they are doing and the work that needs to be done. Various issues came up: need a new RFP, cannot just give money out. Where would funds come from. It was suggested that the Program Committee review this issue and make a recommendation to the full Commission.

VI. *Public Comments.* None

VII. *Other Business.* Comm. Shimko asked about the status of the Aftercare contract. There was no update.
There was a question about the Dept.'s key control policy.

VIII. *Adjournment*
The meeting was adjourned at 8:15 pm.

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JUVENILE PROBATION COMMISSION
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San Francisco, CA 94127

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Release

Announcement of RESCHEDULING of special hearing on the Juvenile Justice Action Plan

The Juvenile Probation Commission
has re scheduled the date for discussion on the Action Plan.

Originally slated for

July 9, 1997 at 5:00 pm
Youth Guidance Center Cafeteria

It is NOW SET for
August 13, 1997 at 5:00 pm.

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The Commission requests all interested parties be present to give testimony, raise questions, and generally provide input on the content and intent of the plan as it relates to Dept. operations.

Those not having had a chance to read the plan before, can pick up a copy from the Probation Commission at a cost of $6.00 ($9.00 mailed first class US mail. Either way, call first). Written responses are also encouraged if attendance at the meeting is not possible.

For more information, please call the office:
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REGULAR MONTHLY COMMISSION MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127
5:00PM , Wednesday, August13,1997

/97

AGENDA

I. Roll Call
II.. Review of minutes of July 9, 1997
III. Chief Probation Officer's report: Juvenile Hall, Log Cabin Ranch detention stats
IV. Action Items:
   A. Discussion and possible action on Dept. request for supplemental appropriation to pay overtime of one staff, and supervisory differential pay for two, retroactive to the '95-'96 fiscal years.
V. Discussion Items:
   A. Juvenile Justice Commission report on the Ombudsman position for Juvenile Hall.
   B. Hearing on the Juvenile Justice Action Plan
VI. Other Business.
VII. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Mon, Aug. 10. Please call the office to make arrangements)

August 8, 1997

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF AUGUST 13, 1997 MONTHLY COMMISSION MEETING

I. *Roll Call*

The meeting was called to order at 5:25 pm. All Commissioners were present with the exception of Comm. Hale, who arrived at 8:00 pm.

II.. *Review of minutes of July 9, 1997*

The minutes were adopted without amendments.

III. *Chief Probation Officer's report: Juvenile Hall, Log Cabin Ranch detention stats.*

Rudy Smith gave a short synopsis of the numbers of girls/boys in both facilities (a copy of the information is available through the CPO's office). Janet Medina reported that the summer session for the school district is over and now there are a couple of temporary education programs being carried out. (one with a private org, and another with a volunteer) tutor. A short discussion ensued regarding looking into re-creating a year round school program. Comm. Jackson-Drake asked about the vocational programs. Chief Smith said that he believes some of the contracts were signed, but he was not sure which ones, other than the carpentry program. Comm. Breyer asked Chief Smith to send a report to the Commission tomorrow (Thurs, 8/14) with the full update on the programs at LCR.

IV. *Action Items:*

A. *Discussion and possible action on Dept. request for supplemental appropriation to pay overtime of one staff, and supervisory differential pay for two, retroactive to the '95-'96 fiscal years.*

Sandra Brown Richardson said that this amounts to about $17K for costs from those two years. Comm. Breyer questioned whether this should be more properly dealt with in the Finance Committee first, rather than at the full Commission (which is the normal procedure). Brown Richardson felt it needed to be expedited. Comm. Shimko also commented that such matters should be first dealt with in committee, but as the committee members were at the meeting, then it might be able to take this action. It was asked how long it would take to get the individuals paid, once a Commission approval was reached. 4-6 weeks, possibly.

There were no public comments. **The question was called and passed unanimously, 6-0.**

V. *Discussion Items:*

A. *Juvenile Justice Commission report on the Ombudsman position for Juvenile Hall.*

Commissioner Georgia Bates-Creel (Juvenile Justice Commission) referred to the written report on the Commission's activities in regards to attaining an ombudsman position, and introduced Louise Minnick of the Sheriff's Dept. She is the Ombudsman for that Dept. and prepared the report. Comm. Shimko asked about the $1000 proposed in the report for hiring a grant writer. Comm. Bates-Creel said that Paul Gibson and Assoc. said it would cost $12,500. That ended the discussion of contracting someone. The college intern now in the role of Ombudsman (who has worked with Minnick) is not receiving college credit for doing it right now. They are trying to get the position identified as a work/study position and to fill it with a college intern. But after Sept. there is no assurance this will happen.

Minnick spoke a little about the fact that some of the 'grievances' are not really about the youth's constitutional rights, so there needs to be some discretion in identifying them. Comm. Breyer suggested that this issue be referred to the Facilities Committee. It was asked whether this report was given to Delancey St. as well as the Mayor's Office of Children, Youth and their Families. Yes, but the JJC felt that it was time to turn this issue over to the JPC to deal with.

B. *Hearing on the Juvenile Justice Action Plan*

Comm. Breyer reiterated that the purpose of the hearing is to ask questions, give opinions to the plan and help the Commission address those parts of the plan which directly affect the Dept. and would come under the purview of the Commission. He turned the meeting over to Carol Kizziah from the Delancey St Foundation. She said the contract with the State has not been signed yet but is expected to be ready for implementation come 9/1. She reviewed the 6 major parts of the plan which would be funded: early intervention in the Mission District, getting to kids in their early years before they become more sophisticated and heavily involved in the system.

Community Assessment Center, using the Tenderloin YMCA. The Life Learning Program also to be at the Y. Safe Haven program in Hunter's Point. Safe Corridor project, and a Life Learning Residential program for girls. Since the State grant does not fund all the activities proposed (beyond these 6), Delancey St. will be committed to looking further for support to include the other activities. Comm. Julian referred to the statement of the Commission on the Status of Women (copy included at the end of minutes). His own concerns were similar: the location of the tenderloin Y is not a very safe one for young girls. The CTC Hawkins model was perhaps discredited, and Comm. Julian also could not find any documentation of this model in the appendices of the plan (although it was referenced). there was another study in Colorado referred to, which he thought he recognized, but it wasn't cited in the bibliography. He mentioned the point of having just women on a separate implementation/design team for the girls' services, and the issue of targeting the unmet needs of immigrant youth in the system. Responses: youth would no be released from the tenderloin center without a parent or guardian. The CTC Hawkings model has not been discredited. Kizziah will get the documentation to him. In as far as only having women on the design team looking at girl's services, they are not limiting any teams by gender. Comm. Julian commented that he supported the plan in general and didn't want people to misinterpret his questions as being in opposition. He asked about the implications to the educational tracking of youth in the system, which might label a youth as being in one 'track' of education, and be locked into it.

Comm. Jackson-Drake asked about the timeline of implementation. Is there a budget to cover the items not covered by the state grant? The timeline will depend on the state signing of the contract. The City will be donating in-kind match on a dollar for dollar basis, but there are details which cover the funding needs of each of the 6 programs. Prioritization of services/operations: The entire 6 programs will be required, to what level is yet to be seen (50 kids in the residential program for girls, 60 in the life learning, 200 in the assessment center, minimum). The Eisenhower Foundation has already agreed to fund the evaluation of the life learning and safe haven programs. Other funders with specific interests in parts of the program will be found and a total quilt will be pieced together.

Will the plan have to be implemented within the 3 year term of the grant? Yes, once it is signed, from that day on. Comm. Shimko said that it is important for everyone to look at the chart inlduced in the plan and understand that the only things to be undertaken by the Delancey St. Foundation are in the color blue. The items in green seem more the areas that the City and this Dept have to address. So it appears that the plan is really one which demands a coordinated effort from many people, not just Delancey St.

Will there be duplication of services? no. It is going to be more an oversight process to make sure that the existing services are being utilized. In as far as education, they are going to make an application for charter school status at the residential center.
Public Comments:
Georgia Bates-Creel: There needs to be coordination between the this Dept. and Dept. of Human Services.
Ruth Cowan, JJC: raised the question of confidentiality of the youth's records, once there is this new system of players involved. Ans: there needs to be a balance reached so that this issue doesn't prevent the widest number of people from being able to serve the needs of the youth.
Bill Vince SFPD, complimented the Delancey St. Foundation for the plan. He had a concern for the lack of mention of involving the Park/Rec dept. in activities which could be useful to the youth in the system. He felt that there is a valuable role to be played by the Parks and Rec. He was concerned that there was not equal attention paid to other neighborhoods as was paid to the Mission district. He also expressed concern for the safety of youth in accessing the assessment center in the tenderloin. He felt that what could be done there, can be done up at the Dept. He felt that these activities were more short term than long term solutions. He fears that there will be a great pressure to maintain the status quo.
Comm. Breyer said that this will not happen.
Laurie Shafner expressed a concern in the plan which does not seem to address girls' needs short of restrictive residential programs for them. Comm. Breyer asked that the text of the letter from the Comm. on Status of Women be made a part of the meeting minutes.
An employee of the DA's office (unidentified), who also runs the St. Law Project, and teaches in the co-ed unit, was concerned over the way the co-ed unit was working. It isn't. She asked who was responsible for making sure it has a positive and productive environment for both girls and boys. Smith said that the model was one done in San Mateo Co. He said that he wasn't aware of all the problems she had mentioned. Comm. Shimko said that she felt that what was proposed to be done with the co-ed unit was not being done. There is no assessment by the medical/SPY team within the time limits stated, some youth are kept there longer than 72 hrs. It is a needed option and could be done well if people actually did the work, but does not seem to be getting implemented. She said that some of the criticisms about the co-ed unit are applicable to the entire hall. Comm. Breyer asked that this be tabled until the subject of the action plan is finished with. A rep. from Delancey St. said that they run co-ed programs and they work well, if done right.
Mary Harris: Who is in charge of the action plan? --its modifications, success/failures? Comm. Breyer said that the Dept would be responsible for the success of parts of the plan, as other depts. would be responsible for parts that relate to their activities, but everyone would have a hand in its success or failure. He said ultimately the public could probably come back to the Commission and hold them responsible.
Were there interviews with families during the preparation of the proposal? How are families being addressed? Answer: families would be intrinsically involved in the assessment and residential/life learning programs. How will bad programs be sorted out from good ones so that there is accountability? What about the faith community? Ans: there is a stringent evaluation component for each of the plan's programs. They will also advocate for hard evaluations of all city funded youth programs. They will also be attending a meeting on August 19 with the interfaith community, and they will raise tthe issue of their involvement with the plan then. Comm. Breyer mentioned that the Commission has been working with the interfaith council on getting a chaplaincy program going in the hall.

Harris said that there needs to be other communities (like her own, the OMI) included in the services mapped out in the plan. She asked what will happen with the remainder of the youth who will end up in Juvenile Hall? It will depend on the outcomes of the six programs. What about mental health? Ans: the programs are not appropriate for seriously mentally disturbed youth. There are no therapeutic type programs being proposed.

Enola Maxwell, Potrero Hill Neighborhood House, said that everybody needs to be positive about the plan and get behind it or it won't work.

Margaret Brodkin, Coleman Advocates, spoke in support of the plan. But she said it was still unclear who would be responsible for what. Comm. Breyer said that when the new CPO comes on in Oct. he will be the point person in regards to those parts of the plan that affect the Dept.

Mary Kane, volunteer with the Girls' Mentorship Project, wanted clarification on the concept of separate implementation teams to design the girls' projects. Delancey St. responded that there was a special need to deal with gender issues specifically in this way.

Micheal Fuller, commented that he was concerned that once the youth were identified as eligible for these services, they will be forever identified as appropriate to be funneled through such services for years to come. He also asked for specific service levels of youth to be helped under the contract. Likewise, how many staff will be hired under this contract.

Comm. Jackson-Drake asked about the release of information regarding families.

Parents would be told and would have to agree with who gets information about them.

Tod James of Coleman Advocates. He asked how one would get on a design/detail team? He left a copy of a paper recommending ways to include youth participation in the process of implementing the plan. (copy attached to these minutes). Ans: they are taking letters and resumes from people who are interested in participating. They have not decided on a hard fast number of youth to be put on each team, possibly 1/3 or so. They do not currently have stipends for anyone who participates, but they can look into it.

T. James asked about the structure of the overall operation. Ans. A coordinating council was named in the proposal, consisting of the head of each dept. involved in the plan.

Comm. Arámburo asked how suggestions would be considered, from those who cannot personally participate in the teams. How would the plan identify early intervention clients? Residential Girls' Program will be for post adjudicated youth, referred by the court. Life learning program referrals will come from the schools, the probation dept, community assessment center, but will also have to be 602s. The early intervention programs will not be just for delinquency youth. Comm. Hale expressed his ongoing concern that many people who actively work with these youth are possibly not being consulted by those in charge of the plan, and also the magnitude and scope of the plan (whether it is doable). Delancey reported that they have had meetings with staff in the Dept and have others planned. They are meeting with community groups. Comm. Shimko asked if there is a safety issue for girls who attend the life learning ctr.. Yes. It will have to be worked out.

VI. *Other Business.*

Comm. Breyer noted that the Grand Jury's report asked for a response by the Commission. He said that the Dept. should answer the concerns raised by the report and furnish a copy to the Commission. Comm. Arámburo requested the chance to ask questions of the Dept. that were raised in her mind, by the report. She will submit a list of them to the Chief. Comm. Breyer asked for volunteers from the Commission to serve on the combined group with the Juvenile Delinquency Prevention Commission and the Juvenile Justice Commission. They should contact him for the assignment. He then acknowledged the fact that Judy Griffin was retiring after 32 years, and applauded her for her long and illustrious career in the juvenile probation field, and her service to the Dept and City, and the youth she's worked with through the years. On behalf of the Commission, Comm. Breyer wished her well in her future endeavors.

VII. *Adjournment*

The meeting was adjourned at 8:35 pm.

City & County of San Francisco
Commission on the Status of Women
25 Van Ness, Room 130, San Francisco, CA 94102 (415) 252-2570 FAX (415) 252-2575

Sonia Melara, Executive Director

3/97

SF Commission on the Status of Women
Out of Sight/Out of Mind: Task Force on Girls in the Juvenile Justice System

Testimony at San Francisco Juvenile Probation Commission Public Hearing on the proposed Action Plan
August 13, 1997

The Commission on the Status of Women's Out of Sight/Out of Mind Task Force has reviewed the Juvenile Justice Action Plan by the Delancey Street Foundation. The Task Force was thrilled to read this visionary plan, in particular the emphasis on strengths is inspired and we are pleased that many of our recommendations were included. We are also excited that the funding was awarded to implement the plan. The Task Force believes this is a great opportunity for the City and County of San Francisco to address girls' needs. We examined the plan at a recent Task Force meeting and have summarized some of the concerns that were voiced.

1. The Community Assessment Center's location in the Tenderloin is troublesome because it will introduce girls into this neighborhood. This is considered a more dangerous area than from which they might come and may encourage behavior that the Action Plan is trying to prevent and change. The Task Force suggests exploring different locations.

2. There is some concern that the CTC Hawkins model used in the Action Plan has been discredited on a national level. This needs to be explored.

3. The Task Force sees a need for a "seventh implementation team" to oversee the focus on girls throughout the system. This team would identify and address **gender specific needs** throughout the system and develop curricula and criteria based on such problems that arise.

4. The Early Risk programs and Day Treatment programs appear to focus on boys with regular references to "serious violent chronic offenders." As the Action Plan states, girls have specific unmet needs -- including psychological, family, health, emotional, vocational, physical and sexual abuse, education, athletic, and medical needs -- these should be addressed and included within the early risk and day treatment programs.

POLICY RECOMMENDATION TO PROMOTE YOUTH PARTICIPATION IN THE IMPLEMENTATION PROCESS OF DELANCEY STREET FOUNDATION'S COMPREHENSIVE ACTION PLAN TO REVAMP THE SAN FRANCISCO JUVENILE JUSTICE SYSTEM:

1. The integration of youth into the existing Design and Detail Teams:

- Youth participants shall be chosen based on their ability to represent the interests of underrepresented youth, founded in a blend of advocacy experience and street awareness.
- Youth shall primarily serve on the "Early Risk and Resilience Needs and Strength Determination," "Community Assessment and Referral Center," "Safe Haven" and "Safe Corridors" teams. These teams are all charged with discussing the specifics of the contact that underrepresented youth and young offenders will have with various aspects of the circle of care, and youth serving on these teams would have a great deal to contribute in this dialogue.
- Youth participants shall comprise one third of the teams on which they serve.

2. A series of Orientation Sessions for new youth participants:

- To ensure that young participants are able to most effectively contribute to the process and represent their communities, as well as to compensate for the difficulties these participants will face due to late entry, it is crucial that Orientation Sessions be provided to them.
- These Sessions shall familiarize the youth participants with the history and current status of the implementation project as well as clarify the specific tasks of each team, so that their involvement would not slow the pace of current proceedings.
- These Sessions shall be an opportunity for experienced youth mentors to pass on the tools of advocacy and effective representation, so that youth participants would be prepared to take full advantage of this opportunity.

3. The City of San Francisco shall make certain adjustments for specific economic pressures on youth participants:

- Many of the youth whose input is most needed face economic pressures which could curtail their involvement in the implementation process. Therefore, certain accommodations are necessary to open the doors for effective youth participation.

- As needed, Delancey Street shall provide letters to the teachers and employers of youth participants requesting permission for the absences that participation requires.
- The City of San Francisco shall provide stipends to compensate for the duties that youth participants would assume.

4. Youth Interns within the existing Program Evaluation Projects:

- The public and private agencies charged with evaluating the effectiveness of the new Juvenile Justice System shall each hire at least two youth interns to contribute to the evaluation process.

- The first task for these interns shall be to evaluate the effectiveness of youth participation in the implementation effort.

- Following the implementation phase, these youth interns shall participate in all stages of evaluation processes.

- These interns shall be especially instrumental in contacting detainees, as young offenders generally respond with greater openness to people of their own age.

RYSE is committed to minimizing the time and effort that implementing these recommendations would require from the City, Delancey Street, and every other agency involved in this process. We hope to assist in making the inclusion of youth as consistent and efficient as possible. Specifically, we are offering to develop a list of potential youth participants based on the general criteria outlined within the first recommendation above. Along with the creation of the list itself, RYSE shall produce a clear summary of the procedures used, so that our process could be reviewed and replicated if found to be successful. This effort shall be executed with the participation of other community based organizations. We are also offering to assist Delancey Street in the planning, coordinating and executing of the Orientation Sessions described in the second recommendation. Finally, we offer unlimited access to the years of experience our members have around complex problems related to successful youth-adult partnerships.

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RUDY N. SMITH
Chief Juvenile Probation Officer

REGULAR MONTHLY COMMISSION MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, Sept. 10, 1997

AGENDA

I. Roll Call
II.. Review of minutes of August 13, 1997
III. Chief Probation Officer's report: Juvenile Hall, Log Cabin Ranch detention stats.
IV. Action Items:
    A. Consideration of, and possible action on, Dept.'s recommendation on Aftercare contractor.

V. Discussion Items:
    A. Commission's / Dept's response to the Civil Grand Jury report.
    B. Status of staffing/hiring in the Probation Dept.
    C. Status of Log Cabin Ranch programs.

VI. Other Business.
VII. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Mon, Sept. 8. Please call the office to make arrangements)

Sept. 4, 1997

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MINUTES OF SEPT. 10, 1997 MONTHLY COMMISSION MEETING

I. *Roll Call*

The meeting was called to order at 5:40 pm, by acting President, Comm. Shimko. All Commissioners were present with the exception of Comm. Breyer, who was excused.

II.. *Review of minutes of August 13, 1997*

The minutes were adopted without corrections.

III. *Chief Probation Officer's report: Juvenile Hall, Log Cabin Ranch detention stats.*

Chief Smith read off a list of figures. Juv Hall: avg. daily for August.. 117: 89 m/29f. There were 100 today. LCR: 5 admittted, 3 1st timers, 3 recommit, 7 graduated... avg daily 57. Today, 55. Juv Hall weekend: 70 admitted, 12 released. The stats are available through the Chief's office. Comm. Julian referred to a letter from the editor of Pacific News Service, which indicated that a written piece by a youth (in the publication, The Beat Within) was used by a PO. in court to show the youth's bad attitude. Smith did not have any information about this, but offered to get the information to the Commissioner tomorrow. Comm. Hale spoke off mike and was not clearly picked up. Is there a legal commitment for POs to use what the youth write, is there a need to inform youth that whatever they write may be used against them, or is there a way to protect their identity. Comm. Arámburo questioned whether there is a need to use anything written by a youth, in the PO's report. The Dept. will get back to the Commission.

Comm. Shimko introduced an item of other business, out of order. She announced that this would be the last meeting of the Commission over which Rudy Smith would attend in the role of Chief Probation Officer, and she wanted to take the opportunity to speak for the Commission in commending him for his work. She proceeded to read into the record of the meeting, a resolution of commendation (attached hereto), which was approved by a 6-0 vote, and to present him with a certificate of appreciation from the Commission.
Smith thanked the Commission and also the staff for all their work.

IV. *Action Items:*

A. *Consideration of, and possible action on, Dept.'s recommendation on Aftercare contractor.*

Comm. Shimko recounted the process by which SLUG became the chosen contractor. Cheyenne Bell stated that the review team which did the screening, chose SLUG, despite their not being the highest scoring proposal. She said that one very compelling aspect of the SLUG proposal was to pay probationers a stipend while they are in aftercare. She was not able to answer very specific questions about the proposal. She said if she knew the item was on the agenda, she would have asked them to come. Comm. Hale asked how the services would be monitored. Comm. Shimko asked about standardized reporting, given the experience with the Intensive Home Based Supervision program.
Bell said that there are a lot of expectations, and this is a first attempt with case management for SLUG. There was a short discussion regarding the monitoring and evaluation of the contractor's services, and an impression was left by Bell and Comm. Hale that perhaps Gary Harding, the PO responsible for the Dept.'s aftercare probation services would do a monthly report in this respect.
Public Comment:
Lothar Eiserloh, POA, expressed concern that line PO would be assigned the duty of evaluating and reporting on the progress and problems of the community based contractor, rather than the Community Programs division doing it.

Comm. Arámburo moved to accept the Program Committee's recommendation to accept the SLUG contract. It was seconded. **The question was called, and the motion passed, 6-0.** Comm. Hale asked if a City Attorney (S. Frankel) is supposed to be in attendance at Commission meetings. Comm. Hale asked that one be asked to attend future meetings.

V. Discussion Items:

A. Commission's / Dept's response to the Civil Grand Jury report.

Comm. Hale reported that the Committee already adopted the Dept.'s draft and hopes that at the next full Commission meeting, the Commission will take a similar action. He said that it was the feeling of the Committee that the Grand Jury needs to be more responsible in its work to avoid making erroneous and inaccurate statements such as were made about the Dept. It was felt that the Commission needed to draft a response to the Grand Jury stating this and the concern for the general tenor of the report which implied that the Commission was remiss in giving leadership to the Dept. Comm. Shimko questioned whether the Commission needed to formally adopt a response from the Dept., Comm. Hale thought not, but felt a cover letter from the Commission addressing the issues he raised earlier was called for. Comm. Arámburo was pleased that the Dept's response covered many of the concerns she had. She asked of the potential for completing the electronic door system. Comm. Hale said that it is an issue of priority. If there is a real need for the system, then it should be moved on. If not, there are other very important items that need dealing with.

Public Comment:

Micheal Fuller: expressed dismay at the way poor decisions and actions seem to go on unbated. After $10 million is spent on repairs and rehabilitation of the hall, it still has basic problems like the doors. It is a reflection of poor thinking.

Thabiti Mtambuzi urged the Commission to respond to the Grand Jury report and clearly rebuke their implication that the Commission is not giving leadership to the Dept.

Lothar Eiserloh: there is a continuing issue of safety for staff at the admissions area. The entire wall of glass along the entry could present a danger to staff. There is a newly installed gate with an electronic latch which is inoperable.

Comm. Hale reported on what the Facilities Committee is doing (minutes available).

Comm. Shimko was also disturbed at the contents of the Grand Jury report. The inaccuracies and rehash of old items didn't contribute to any clearer understanding of a concrete problem in the Dept. Comm. Arámburo was concerned that the report did not indicate when they did their investigations, and by whom. The Dept's response will be released before the Commission's response is drafted. Comm. Hale's Committee will draft the Commission's statement.

B. Status of staffing/hiring in the Probation Dept.

Chief Smith said the Dept. was still awaiting the release of 5 requisitions from the Mayor's office. Sandy Brown-Richardson reported (3) 8442 POs open, as well as (1) 8414 Supervisor PO, (1) 8415 Sr. Super PO. There has been miscommunication between the Dept and the Mayor regarding the lower level positions. There are (2) reqs. at the Dept level, an 8414 Supervisor PO... and (1) for an 8442.

They selected an administrative analyst. There is a Sr. account clerk, Sr. personnel analyst, still being sought. There is a clerk typist for the vocational program open, but the req. might be lost at the Mayor's office.

Comm. Shimko asked if reqs for upcoming retiring staff could be put in place so that there is no lag time between losing the staff and getting a new one approved. Brown-Richardson said they could probably prepare the paperwork before the actual retirement, but probably can't submit it before retirement occurs. Janet Medina reported that they have all but one counselor position filled. There will be a provisional FT starting on the 20th. For all those out on longterm disability, the Dept has been able to hire FT provisional staff to replace them. The Hall is in good shape. But the list for on-call counselors is getting a little short. Quest: what is the nature of the applicant pool (list) for POs. No idea. There is a list for adult probation which was used before. Since there is no current list for juvenile, hires are generally provisional. There hasn't been a problem with getting a good response to openings. Quest: can salary savings be deferred to non personnel costs? No.

Lothar Eiserloh: responding to Comm. Julian, there is a need to establish a list for juvenile probation from which permanent hires can be taken.

Presentation by the POA

Eiserloh recounted that over the past 7 years there has been a decimation of the steno pool, from 7 to 1, serving 70+ POs. At the same time, all the executive team members added personal secretarial support. POs face severe threats from the courts due to late reports. They have to perform all these clerical tasks of report preparation themselves. There also are big holes in the secretarial support in various division offices, so POs have to staff the secretary's desks and perform those duties. And with the holes created by retiring POs, remaining POs have to carry additional casework until those openings are filled.

All of these activities negatively impacts the caseloads of the POs

Yvonne Moore, Supervision unit, said that of their unit of 9, 2-3 POs type their own disposition reports, 8 of 9 type or hand write their progress reports. This takes away from POs work with the wards, as well as being expensive clerical work.

Toni Powell, Placement division, compared their need for clerical support with the Probation Commission's need for their administrative support staff. She also reiterated the scenario of the elimination of the clerical pool.

Greg Mendiola, special services, said that both stenographers and secretaries are needed to perform clerical support for many divisions.

Quest: transcribers record from a Dictaphone? Yes. Secretaries say they are not hired to do this. Quest: Do POs have computers. One or Two POs in each division have up-to-date computers. Most of the supervisors have the up-to-date ones.

Eiserloh said that: there are (4) 8444 positions open, and (4) supervisory PO positions coming up. With other vacancies occurring, his count went upwards of 13 vacancies in PO staff. Comm. Chuck asked what the Commission's role would be in this. He also asked that this situation in staffing be documented.

Eiserloh quoted comparative figures of clerical support in adjacent counties: San Mateo, 7 stenos, Marin, 4, Contra Costa Co., 8, Alameda has 6 in San Leandro, Santa Clara has 8.

Comm. Shimko wasn't sure what could be done about this situation this fiscal year. The issue of stenos and sectretaries appear to be two different problems. Eiserloh said that there are no back up secretaries for any division where the secretary takes time off. There are 7 administrators with their own secretaries.

Comm. Hale mentioned the resources that the APA provides for POs to accomplish their reports (he noted computer programs he's seen that teach report writing). He said that the more effective solution would be to reduce caseloads. Possibly do something in conjunction with universities to buy computer equipment.

Brown-Richardson said that there needs to be an in-depth audit of clerical staff duties. There seems to be an inequitable distribution of work and responsibilities among clerical staff, leading to overwork for some and underwork for others. Once the Dept. has full utilization of current staff, then she would feel comfortable advocating for more staff. There also needs to be a better phone system in place.

C. *Status of Log Cabin Ranch programs.*

Johnny Miller reported that they have 5 contracts for vocational training, in place. They are: horticulture, computer literacy, culinary arts, carpentry, photography. Omegas come on Fridays. Other programs are carried out by staff and other volunteers. (eg.

meditation, drug counseling, anger management, AA, counseling by SPY). He feels these programs go beyond what used to be at LCR. He was impressed by the meditation program and said it was going well with the youth. Is there a tie-in between the horticulture and Aftercare program? Miller will see that they do connect.
Quest: what about the road conditions? Miller said that they are keeping supplies on hand in case the storms create road closures and they need to live from the supplies. They could hold up for about 3 days.
Public Comments:
Bob Price of the YGCIC stated that they will be doing the job readiness portion of the Aftercare contract. He asked for an opportunity to describe the work in detail to the Commission, at their next meeting. He introduced their new Employment Specialist (position: 9704). Comm. Hale asked that this be a discussion item at the next mtg.
At the next LCR graduation, there should be a coordinated report done on each youth, including all the aspects mentioned here.

VI. *Other Business.*
Comm. Shimko asked the Secretary to follow up with the Golden Gate Genealogy resolution and contract. Comm. Hale asked that any communication S. Frankel (city attorney) has with the Commission Secretary be documented in writing. He also asked to set a time for the Commission retreat. A time in Nov. before Thanksgiving will be looked into.

VII. *Adjournment*
The meeting was adjourned at 8:15 pm.

CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR MONTHLY COMMISSION MEETING

and Closed Session pursuant to Govt. Code 54957,
Public Employee Performance Evaluation: Chief Probation Officer

Faxcopy 1st Posted 10/2/97

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Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, October 8, 1997

AGENDA

I. Roll Call
II.. Review of minutes of Sept. 10, 1997
III. Introduction of new Chief: Chief Probation Officer's report: Juvenile Hall, Log Cabin Ranch detention stats.
IV. Action Items:
    A. Possible action on Commission's response to the Civil Grand Jury report.
    B. Resolution authorizing Chief Probation Officer to renew contract with Calif. Youth Authority for diagnostic and treatment services and temporary detention, ratifying actions previously taken.
    C. Resolution authorizing Chief Probation Officer to nenew contract with Calif. Youth Authority for emergency custody of ward from San Francisco, ratifying actions previously taken.

V. Discussion Items:
    A. Report on the truancy program with SFUSD
    B. Status of staffing/hiring in the Probation Dept.
    C. Potential dates and discussion items for Commission retreat
    D. Presentation on the Detention Diversion and Prevention program

VI. Other Business
VII. Adjournment to closed session

I. Roll Call
II. Open session
    Announcement of closed session for Public Employee Performance Evaluation: Chief Probation Officer
    Public comments
III. Closed Session
IV. Reconvene in open session and vote on whether or not to disclose content of discussion in closed session
V. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Mon, Oct. 6. Please call the office to make arrangements)

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10/8/97

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF OCTOBER 8, 1997 REGULAR MONTHLY COMMISSION MEETING

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and Closed Session pursuant to Govt. Code 54957,
Public Employee Performance Evaluation: Chief Probation Officer

I. *Roll Call*

The meeting was called to order at 5:40 pm. All commissioners were present at the gavel.

II.. *Review of minutes of Sept. 10, 1997*

The minutes were adopted as written.

III. *Introduction of new Chief: Chief Probation Officer's report: Juvenile Hall, Log Cabin Ranch detention stats.*

Comm. Breyer introduced Jesse Williams, and reviewed the process by which the Commission sought and decided on a selection of the new Chief Probation Officer, beginning in Oct. of '96. He stated that he felt the Commission chose the best candidate for the job and that the Mayor agreed. Comm. Breyer applauded Williams's integrity, his intellect, and his energy and commitment.

Jesse Williams related some of the things he's been doing this week, meeting and discussing various issues facing the dept. and the system. He said that it will take some time but that he hopes to be ready to contribute to the budget planning for the next fiscal year, and overall Dept. planning. He thanked the commission and the staff in the Dept. (as well as all the others he's talked to) for making him feel welcomed.

Comm. Breyer named Comm. Julian as Chair of the Finance Committee.

Johnny Miller reported the stats for LCR. 57 youth. 8 admitted/5 released with 2 ranch failures. J. Medina reported 106 in the hall. The grievance figures show only 11 of Title 15 nature.

IV. *Action Items:*

A. *Possible action on Commission's response to the Civil Grand Jury report.*

Comm. Breyer referred to the Dept.'s response to the Grand Jury, and questioned if the commission needed to take any action on this. Comm. Julian requested that the Commission draft its own response to the Grand Jury, supporting the Dept.'s response, and also admonishing it to be more accountable to its findings of purported facts, and to admit when it has misstated facts (eg. the smoke detectors). Comm. Shimko also wanted a response to the Grand Jury's comments of the Commission's lack of leadership. Comm. Julian suggested a copy of the Fire Marshall inspection report of the hall be sent to both the Foreman of the Grand Jury and to Arthur Bruzzoni. Comm. Breyer directed the Facilities Committee to draft such a response for the full Commission's review at the next meeting.

The following two items were taken together.

B. *Resolution authorizing Chief Probation Officer to renew contract with Calif. Youth Authority for diagnostic and treatment services and temporary detention, ratifying actions previously taken.*

C. *Resolution authorizing Chief Probation Officer to renew contract with Calif. Youth Authority for emergency custody of wards from San Francisco, ratifying actions previously taken.*

Sandy Brown-Richardson reviewed it and said that the courts refer, not the Dept., and the contract for emergency custody has a ceiling of $10K, while the one for

diagnostic and treatment services is open ended but tops out monthly at $3,300 per youth.
How often do these contracts get utilized? not sure. There have been no referrals for emergency custody.
Comm. Shimko moved and Comm. Arámburo seconded both resolutions, and they were approved unanimously.

V. *Discussion Items: Items taken out of order*

D. *Presentation on the Detention Diversion Advocacy Project*
Andrea Shorter corrected the title of the program (misstated in the agenda). She introduced Randall Sheldon, a researcher from UNLV, who was contracted to do a pilot study and report on the DDAP. He referred to the report, a copy of which was given to the commissioners at the meeting, and gave some thumbnail recaps of the statistical findings for the latter part of '93 and all of '94. His conclusion was that the program was much more effective than traditional probation services and should be expanded. There was a question raised regarding the term "risk factor". Sheldon said that risk factor is a negative term, and he preferred to use a positive label -- resiliency factors. Sheldon proffered that institutions will always try to fill all the bedspace they have injuvenile halls. Comm. Shimko took issue with that position. Comm. Breyer asked why a program like DDAP couldn't work within the dept. like the SOP works well. There was a question of why the girls didn't do as well in DDAP as did girls in the control group. He didn't know. "Maybe they aren't as criminally inclined". Comm. Julian questioned the definition and measure of the term poverty. Sheldon used the indicators of living in public housing and receiving public assistance. He only had this for the DDAP group, not the control group. Comm. Arámburo suggested that after the full Commission had a chance to digest the report, perhaps it could be discussed again in another meeting, or the retreat. Comm. Hale was troubled by some of the things in the report, some methodology and some content. There definitely needs to be follow up investigations done.
Public Comments: a staff from the Potrero Hill Neighborhood Center spoke in support of DDAP.

A. *Report on the truancy program with SFUSD*
This item was continued to the next meeting.

B. *Status of staffing/hiring in the Probation Dept.*
Comm. Julian reported that he has been in touch with the Mayor's office about the requisitions on hold and that they were working things out. There were concerns for the overruns in budget on OT and workmen's comp.

C. *Potential dates and discussion items for Commission retreat*
There was a short discussion about when to do a retreat. It was Comm. Breyer's opinion that Feb. of next year would be a good time. Comm. Hale urged an earlier date. He noted that a retreat could help greatly in the planning of the next fiscal budget. He also was troubled that the commission is not yet on the same page as to what it wants to accomplish, vis a vis the "plan" or the new Chief. It was decided to make a decision at the next general commission meeting, along with a proposed agenda. A poll of the commissioners' available dates will be made by the secretary.

VI. *Other Business/Public Comments*
Cheyenne Bell congratulated Youth Advocates on their 30th year anniversary. She also asked the commission to dedicate this meeting in the memory of Mac McGee, who passed yesterday.

Craig Miller of the Delancey St. Foundation spoke and welcomed the Chief.
Don Toomer, Principal of the Woodside Learning Center, wanted to report back to the Commission on what they are doing. Comm. Breyer said that he would be put on the next commission agenda.

Comm. Breyer explained what they would be doing in the closed session. There will be a discussion of the criteria for upcoming evaluations.

VII. *Adjournment to closed session*

The meeting was adjourned at 7:14 pm, in memory of Mac McGee, a recently retired Department staff, who passed away yesterday.

I. *Roll Call*

The meeting was called to order at 7:30 pm. All commissioners were present at the gavel.

II. *Open session*

Announcement of closed session for Public Employee Performance Evaluation: Chief Probation Officer

This was done at the conclusion of the previous general meeting.

Public comments

None

III. *Closed Session*

IV. *Reconvene in open session and vote on whether or not to disclose content of discussion in closed session*

The commissioners reconvened with no disclosure of discussion content.

V. *Adjournment*

The meeting was adjourned at 8:50 p.m.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
HARRY CHUCK, Commissioner
NDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
JOSEPH JULIAN, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY COMMISSION MEETING
and Closed Session, pursuant to Govt. Code 54956.9 conference with legal counsel: existing litigation

89

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, November 12, 1997

/12/97

AGENDA

I. Roll Call
II.. Review of minutes of Oct. 8, 1997
III. Chief Probation Officer's report:
IV. Action Items:
   A. Possible action on Commission's response to the Civil Grand Jury report.
   B. Choice of community site to hold the December Commission meeting.

V. Discussion Items:
   A. Report on the truancy program with SFUSD
   B. Report from Don Toomer regarding the school programs for the Hall and Log Cabin Ranch.
   C. Status of staffing/hiring in the Probation Dept.
VI. Other Business

VII. **CLOSED SESSION, pursuant to Govt. Code § 54956.9** and San Francisco Administrative Code § 67.11(b)

   i. Public Comment pertaining to the closed session.
   ii. Vote on whether to hold closed session to confer with counsel (San Francisco Administrative Code § 67.11 (a).
   iii. Closed session pursuant to Government Code § 54956.9 and San Francisco Administrative Code § 67.11 (b).

      CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION
      (Case name unspecified to protect settlement posture and the confidentiality rights of the minor.)

   iv. Reconvene in open session:
   v. Possible report on action taken in closed session (Government Code § 54957.1(a)(2), and San Francisco Administrative Code § 67.14(b)(2).
   vi. Vote to elect whether to disclose any or all discussions held in closed session {San Francisco Administrative Code § 67.14(a)}.

VIII. General Public comment
IX. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Mon, Nov. 10. Please call the office to make arrangements)

Nov. 5, 1997

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF NOVEMBER 12, 1997 COMMISSION MEETING
and Closed Session, pursuant to Govt. Code 54956.9
conference with legal counsel: existing litigation

I. *Roll Call*

The meeting was called to order at 5:35 pm. All Commissioners, except Comm. Hale, were present at the gavel.

II.. *Review of minutes of Oct. 8, 1997*

The minutes were approved without corrections or additions.

III. *Chief Probation Officer's report:*

Chief Williams reported on various meetings he's had with different groups within and without the Dept., dealing with different aspects of the Dept's activities. He mentioned a meeting regarding the recent State Dept of Social Services appropriations which replaced the lost funds from federal Title IVa.

The Dept is in a process of developing a budget management plan for the upcoming fiscal year budget.

Two outstanding items from last meeting: 1) Comm. Hale's concerns regarding temp. staff not becoming permanent. He has scheduled a meeting with those employees. 2) Facilities committee mtg concern over article in SF Weekly. He has not sent a response, and will pass his draft to the committee for their review.

The issue of staffing and hiring is entwined with the current work on budget planning.

There will be a meeting on Nov. 24 with all the community service providers re: an outcome measurement system, in preparation for instituting an ongoing evaluation process for all activities inside and out of the Dept. On Dec 12 there is scheduled the first of ongoing quarterly management planning retreats. Three levels of management will be involved in this process.

There is communication from the Health Dept., which was forwarded to Comm. Hale, regarding painting the W-buildings.

Comm. Shimko asked the Chief to schedule training for POs regarding available services in the community.

Comm. Breyer mentioned that the Finance Committee is set for a Nov 25 meeting, just before the retreat.

IV. *Action Items:*

A. *Possible action on Commission's response to the Civil Grand Jury report.*

Comm. Julian reported that Comm. Hale would draft a response and circulate it to the full Commission. Some preliminary discussion was held regarding that draft, and he had expected to see a copy of the draft at this meeting. As Comm. Hale had not yet arrived, Comm. Breyer asked to continue it to the next meeting. Comm. Julian suggested that Comm. Hale call the Grand Jury and explain the delay and the fact that the Commission is going to submit a response.

B. *Choice of community site to hold the December Commission meeting.*

The choice was to have the meeting in the Mission District.

V. *Discussion Items:*

A. *Report on the truancy program with SFUSD*

Melinda Mills reported that they are still in the process of setting up procedures for this program. PO Carol Salicru was assigned as the Dept. representative to the SFUSD for this program. She made a point of calling it an absenteeism program rather than truancy program. Comm. Breyer wanted to know whether the program helps POs be alerted to truancy problems earlier and what happens as a result of this information. He wants this addressed in their progress report.

B. *Report from Don Toomer regarding the school programs for the Hall and Log Cabin Ranch.*

Don Toomer, Principal of Woodside Learning Center passed out information sheets, and a copy of a curriculum binder, to show how the educational programs are set up now, both in the Hall and at LCR. There are basically 3 "blocks" or tracks. Those in special ed, those in a pre GED, and GED block of instruction. They also have an afternoon tutorial. Last year 6 students got their GED. This year, to date, 7 have gotten theirs. Others are preparing for theirs. On Dec. 7 they will be doing a program for those who got their GEDs. Several speakers will be there.

He commended his teachers, but acknowledged that getting substitutes is difficult. Comm. Arámburo asked if subs are given the same training as regular teachers. Not presently. There are periodic staff development days. What kind of tracking is there after LCR. There is a modicum of follow up with the school district, but they do need to establish a longer range system of contact. Comm. Shimko inquired about establishing a year round school program for both LCR and the Hall. She also inquired about structuring the ed. program according to learning levels and not by units. This needs to be looked into. How many LCR youth are on track? Not sure.

It appeared that the educational programs have been improved greatly over the past, and are looking forward to continued progress.

C. *Status of staffing/hiring in the Probation Dept.*

Chief Williams referred to his report earlier, and said that this would be developed as the budget process is followed up.

VI. *Other Business:* None.

Comm. Breyer announced that the Commission would then go into closed session to consult with the City Attorney, and that it didn't expect to have a report to give at the end of the session, but that the public was invited to stay until they re convened in open session at the end.

VII. *CLOSED SESSION, pursuant to Govt. Code § 54956.9 and San Francisco Administrative Code § 67.11(b)*

i. *Public Comment pertaining to the closed session.*

None

ii. *Vote on whether to hold closed session to confer with counsel (San Francisco Administrative Code § 67.11 (a).*

All commissioners present voted to hold the session. Comms. Julian and Hale were not present, but Comm. Hale arrived later during the session.

iii. *Closed session pursuant to Government Code § 54956.9 and San Francisco*

Administrative Code § 67.11 (b).

CONFERENCE WITH LEGAL COUNSEL – *EXISTING LITIGATION*
(Case name unspecified to protect settlement posture and the confidentiality rights of the minor.)

iv. Reconvene in open session:
The Commission reconvened at 7:00 pm.

v. Possible report on action taken in closed session (Government Code § 54957.1(a)(2), and San Francisco Administrative Code § 67.14(b)(2).
There was no report given.

vi. Vote to elect whether to disclose any or all discussions held in closed session {San Francisco Administrative Code § 67.14(a)}.
The commissioners voted unanimously to not disclose any of the discussion held in closed session.

VIII. General Public comment
None

IX. Adjournment
The meeting was adjourned at 7:05 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL COMMISSION MEETING (Retreat)
to be held at the Main Library, Latino Hispanic Community Meeting Room
100 Larkin St. (enter on Grove St.)
San Francisco, Ca 94102
5:00PM , Tuesday, November 25, 1997

25/97 Amended
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AGENDA
(amended)

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- I. Roll Call
- II.. Discussion / Action Items:
  - A. Election of Officers for unexpired terms.
  - B. Role of Commission as a whole
  - C. Role of individual Commissioners
  - D. Commission Procedures
    - a. Development of agendas
    - b. Location of meetings
    - c. Schedule of meetings
  - E. Committee structure, and roles
  - F. Goals of individual Commissioners
- III. Other Business
- IV. General Public comment
- V. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Mon, Nov. 24. Please call the office to make arrangements)

Nov. 19, 1997

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF NOVEMBER 25, 1997 SPECIAL COMMISSION MEETING

I. *Roll Call*

The meeting was called to order at 5:09 pm. All Commissioners were present at the gavel. Comm. Breyer gave a short intro to what he hoped to accomplish at this meeting.

II.. *Discussion/Action Items:*

A. *Election of Officers for unexpired terms.*

This item was taken out of order, and placed at the back of the agenda.

B. *Role of Commission as a whole*

Comm. Breyer asked Chief Williams what he thought the role of the Commission is. Williams: being aware of the issues facing the Dept., working through their committees to advise the Dept. and the Chief, to put whatever power or influence over political bases they may have to get things done. Not to micro manage the Dept. Comm. Shimko commented that the Commission should be the body that takes the political heat for the Dept. Williams suggested the Commission host public forums to discuss what the Dept. should be doing, what it should look like. Comm. Hale set forth that the Commission is responsible ultimately for the operation of the Dept., to him, meaning setting the boundaries --policies-- within which it works. Comm. Shimko said that they need to be kept informed as to developments in the Dept. if they are to understand what does need attention. Also they need to be immediately informed as to emergency matters. There needs to be a process to expedite that.

Comm. Breyer: the Dept. should provide all the information for the Commission to learn all the "nuts and bolts" of a problem/issue, so that it can reach a considered decision as to a policy/direction for the Dept. to follow. Comm. Arámburo repeated her concerns for the Dept's affirmative action policy and the diversity of staffing. This is particularly involved vis a vis the Action Plan. Will there be a re deployment of staff into other activities/sites? Williams said that the process should be straight and above board so that nobody's qualifications should be suspect.

Comm. Jackson-Drake wants to make sure that all Commissioners receive the same information so that no one feels left out of the process.

Comm. Breyer asked what process should be in place. through the secretary? e-mail or fax? both? Chief Williams stated that information takes on two cycles of life, the first being preliminary "facts", and second as more information is available, a more complete picture develops. This needs to be taken into account when reporting. He also said that the Dept needs to develop a pro active relationship with the media.

Comm. Arámburo asked about the psych. services at LCR. Former Judge Dondero asked to put more emphasis on the attention to this problem. Is it being done? Williams said that such assessments need to be culturally sensitive.

Comm. Shimko offered that the Commission should periodically calendar discussions on issues that impact the Dept and the field of juvenile justice so they can become more informed. Comm. Arámburo asked if all commissioners are supposed to be in agreement with whatever policies the Commission advances. Are they also supposed to be in alignment with what the Mayor feels. Comm. Shimko said that she isn't necessarily aware of what the Mayor believes vis a vis the Commission's actions/policies. Comm. Julian felt there is room for both group and individual viewpoints. Chief Williams asked the Commission to come up with a list of issues that they want to know more about, and he'll get a presentation prepared for it. Comm. Hale suggested making girls' issues a priority for the next year and holding a series of discussions regarding it. He wants to prepare a master calendar for the next year for the Commission.

Comm. Julian mentioned the different social forces that may be working against what the Commission wants.

A. Comm. Breyer raised this item again, explaining that he felt it better to step down from his office as President, given his future role as a federal judge. He then turned the meeting over to Comm. Shimko. The floor was opened to nominations. Comm. Chuck nominated Comm. Shimko. Comm. Jackson-Drake seconded. There were no other nominations. A voice vote was taken and Comm. Shimko was elected without opposition. Comm. Breyer nominated Comm. Julian for Vice President, seconded by Comm. Arámburo. A voice vote affirmed Comm. Julian as Vice President. Comm. Chuck said the proper process would be a motion to close nominations, take a vote of acclamation. Comm. Shimko then appointed Comm. Arámburo to the Chair of the Program Committee.

C. *Role of individual Commissioners*
Tabled.

D. *Commission Procedures*

a. *Development of agendas*
What should be the process of preparing the agendas? Comm. Shimko asked that draft agendas be sent out to all commissioners early, and that all commissioners have the opportunity to add items.
Question: when do action items need to go through committee, and when can they come to the full commission. Should an item go through committee and be revisited in full commission? Comm. Julian suggested that an item to approve an agenda be added to every agenda.
There needs to be a review of the Commission Rules to clear up ambiguous areas.
Written materials (en total, and not in bits and pieces) are supposed to be in the Commissioners' hands in an adequate enough time for them to be totally familiar with the issues. This timeline needs to be clarified and strictly kept to. Suggestions of 5-7 working days before the meeting dates. Comm. Shimko wants to calendar revision of Rules for the Dec. meeting.

b. *Location of meetings*
Comm. Breyer is not happy with the regular meetings being in the cafeteria. There needs to be some research done on the possible alternatives. Laguna Honda Hospital was suggested. The Chapel on the YGC grounds was mentioned. Whatever the choice should take into consideration the convenience of the staff who might want to participate. The Secretary was directed to look into this, along with the sound system.

c. *Schedule of meetings*
The issue is if it is possible to establish regular committee meeting dates. There were no clear answers to this.

E. *Committee structure, and roles*
Comm. Shimko mentioned the problem of only having 2 members on the Program Committee. She will personally poll the members to see what would work . Comm. Chuck suggested that each committee set up their own priorities. Comm. Arámburo commented that sometimes there is overlap of issues being discussed by committees, and this needs to be cleared up.

F. *Goals of individual Commissioners*

This item was tabled until a future time.

III. *Other Business* None

IV. *General Public comment*

Micheal Fuller: the new city charter has made the powers of the Commission a little "convoluted." He also agreed that the Commission should possibly schedule a series of discussions on the important issues they mentioned in the course of the evening's meeting, and make it public knowledge early that they are going to be talking about them. He urged them to take up girls' issues as a top priority for the Dept.

V. *Adjournment* The meeting was adjourned at 7:45 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

ANNA C. SHIMKO, President
JOSEPH JULIAN, Vice President
ELEAZAR ARÁMBURO, Commissioner
CHARLES R. BREYER, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY MEETING TO BE HELD AT MISSION HIGH SCHOOL

Conference rm. 104
3750 18th St.
San Francisco, Ca 94114

5:30 PM, Wednesday, Dec. 10, 199~~6~~7

AGENDA

I. Roll Call
II. Review of November 12, 1997 meeting minutes
III. Chief Probation Officer's Report.(incl.review of staffing/hiring status in the Dept.)

IV. Action Items:
  A. Setting of a Commission Retreat Date

V. Discussion Items:
  A. Review of Dept/SFUSD student absenteeism program
  B. Potential policy areas for Commission consideration and future action.
  C. Review & revision of the Commission's Authority and Rules of Order.

VI. Comments by Commissioners.
VII. Public Comments.
VIII. Other Business.
IX. Adjournment

(if there are documents relating to agenda items, they will be available for public review Monday, Dec. 8. Please call Commission office to make arrangements.)

Dec. 3, 1997

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF DECEMBER 10, 1997 REGULAR MONTHLY MEETING

I. *Roll Call*

The meeting was called to order by Comm. Shimko. All commissioners were present at the gavel, with the exception of Comm. Breyer, who was excused.

II. *Review of November 12, 1997 meeting minutes*

The Nov. 12 minutes were adopted without amendments.

Comm. Shimko then brought the Nov. 25th Commission minutes to the floor for adoption. Comm. Shimko made corrections to the minutes regarding the order of actions during the election of officers, as well as her comment regarding Mayor Brown's views on juvenile probation. The corrections will be made to the minutes. With this stipulation, the minutes were approved.

II. *Chief Probation Officer's Report.(incl. review of staffing/hiring status in the Dept.)*

- The forum for CBOs regarding evaluations was held and positively received. Next will be discussions with Davis Ja and the agencies about how to move forward with an evaluation process. Ja's current work for the Dept. should be completed in March.
- The first quarterly management retreat will take place at LCR this Friday.
- The issue of the Health Dept. notice regarding lead in paint will be dealt with.
- The LCR inspection by Board of Corrections went well, with a positive report.
- A meeting with Margaret Brodkin at Coleman Advocates was positive. He and she will set up a process to continue the dialog.
- Meeting with counselors at juvenile hall revealed that many wanted more support to improve their workplace and processes. Chief Williams was encouraged by their desire for reform and change.
- The meeting with some counselors, referred by Comm. Hale, was reset and will occur in the near future. The response to the SF Weekly article is in draft form ready for review by Facilities Comm.

Williams asked to discuss the issue of key control for juvenile hall, at the Feb Commission meeting. He also wanted to look at the progress of the efforts to secure a chaplain. Finally, he asked the Commission for the possibility of utilizing its Secretary's assistance in securing funding sources for future activities. Comm. Shimko commended Chief Williams for bringing in the presenter on evaluations. She heard positive comments from those attending that session. She then asked about the juvenile hall stats. It appeared that admissions in Oct. reached the highest it has been in five years. What conditions led to this? Nothing specific. Janet Medina spoke off mike and was not picked up. Comm. Shimko asked about the escapes from LCR. Johnny Miller reported that 2 of the 3 had been captured, with one still at large.

Comm. Julian asked for copies of any minutes from the management retreat. Comm. Hale asked if both SPY and the SFUSD would be participating. Yes. Comm. Jackson-Drake asked the nature of the grievances regarding the school program. Medina said that they were generally gripes more than anything substantive about the content of the program.

IV. *Action Items:*

A. *Setting of a Commission Retreat Date*

Comm. Shimko proposed that the Commission put together a master calendar in Jan, for the year, as discussed at the Nov. 25th meeting. Comm. Hale suggested the Chief propose a date for the retreat. Chief Williams offered mid or late March.

Comm. Hale asked the Commission to consider making girls' issues a top priority. Comm. Shimko suggested that the different committees put together their own priorities for the year, to be discussed at the retreat as a whole.

V. *Discussion Items:*

A. *Review of Dept/SFUSD student absenteeism program*

Melinda Mills was not present to do a presentation. Comm. Hale asked about the memo from Mills. Are the listed steps the current process being followed by the Dept or is it the suggested process? Williams said it is the process being followed but is a basis for making changes. Comm. Shimko asked to continue this item until the Jan. '98 meeting.

B. *Potential policy areas for Commission consideration and future action.*

Chief Williams reviewed the 4 topics which were mentioned at the Nov. 25th mtg. 1. girls' issues 2. restorative justice model 3. over representation of minorities in the juvenile justice system 4. truancy. Comm. Shimko felt the 2nd item might be a better point to begin from, in order to get an overall picture of how a process of graduated sanctions fits in. Comm. Arámburo stated that the Commission needs to look at all those areas in the perspective of Dept policy. Eg. if a kid didn't go to school, what would be the policy of the Dept., to put that kid in the hall? Comm. Hale referred to a comment from a young girl during the program comm. meeting, saying that there was no feeling that anyone cared about the youth. He then referred to the memo from Mills which in language reflected this same orientation. He wanted to see an orientation of encouragement rather than threat.

The discussion touched upon how to note such discussions, by either simple meeting notices or personal invitations, how to schedule these topics (one per meeting or together), and if there was enough time to do each, vis a vis preparing the Dept. budget. Comm. Arámburo asked if the Dept. had enough time to prepare a presentation on Restorative Justice. Yes. Comm. Julian asked when the budget had to be in the Mayor's office. By end of Feb. The Finance Committee would have to meet and approve the budget before the Feb. full Commission meeting. Comm. Shimko will be out of town from 1/24 - 2/7, this needs to be kept in mind in setting meeting dates. In view of this, Comm. Hale proposed continuing this item until the next meeting. Chief Williams promised to put the numbers together for the budget and a narrative of how they arrived at them. Comm. Shimko asked for the topic of Restorative Justice to be discussed in March.

C. *Review & revision of the Commission's Authority and Rules of Order.*

The revision for the Rules is the time limit for written materials relating to agenda items. It should be changed to 7 days prior to meetings. The Secretary will make this change, and post public notice of such impending change. The vote on the change in language will be taken at the next full Commission meeting.

VI. *Comments by Commissioners.*

Comm. Hale mentioned the ceremony held at LCR for GED grads. He cited the presence and participation of Ron A Santos of City College. It was a good experience.

VII. *Public Comments.*

Ed Vasgerdsian, PO, passed out a fact sheet showing the number of parents participating in the Parenting Skills program since 1994. The issue is to prepare someone to take over the program from him when he leaves. It should be a Dept. program, and not that of a single PO. There is a need to change the perspective of the system so that referrals are made to programs that work. Comm. Arámburo mentioned the complaints

of other CBOs regarding inadequate Dept. referrals to their services. Vasgerdsian said that the system is frustrating, if it isn't the court working in opposition to referring, it's the PD and DA. There needs to be training in the Dept for POs to make a referral to the program a priority. Chief Williams commended Vasgerdsian for his 10 yr commitment to this program, and wanted to know if there were figures on the difference between parents who participate and those who don't (any noticeable effects).
Comm. Hale suggested that with Judge Hitchens taking over the Presiding role for juvenile, possibly asking her to make support of this program through the court budget, or Terence Hallinan's office might be advisable.
How much staff time is demanded of this program? 7 hours a week in class time. 15% of Vasgerdsian's scheduled hours. Comm. Arámburo said there is a lack of a philosophy of supporting parents. Comm. Hale suggested it be put on the Program Committee's agenda to set this policy. Comm. Julian mentioned a recently formed Filipino parents' group at HS that might be hooked up to Vasgerdsian's program. Peter Bull suggested the Commission revisit the original Dept. mission statement which more clearly stated support for parents.

VIII. *Other Business.* none
IX. *Adjournment* The meeting was adjourned at 7:22 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

ANNA C. SHIMKO, President
JOSEPH JULIAN, Vice President
ELEAZAR ARÁMBURO, Commissioner
CHARLES R. BREYER, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, January 14, 1998

4/98

AGENDA

I. Roll Call
II. Review of Dec. 10, 1997 meeting minutes
III. Chief Probation Officer's Report
    Commendation of Cecile Ehrman and Mildred Sorrels, from the Board of Corrections.
IV. Action Items:
    A. Adopton of Commission Rules change (7 day requirement for written materials).
    B. Consideration of and possible action on Facilities Committee recommendation re: Dept. Capital Improvement Projects Budget for 1998-9.
V. Discussion Items:
    A. Presentation on proposed 1998-9 Children's Services Plan, of the Mayor's Office of Children, Youth and their Families. (copies of this plan are available from MOCYF)
    B. Update on efforts to establish a Chaplaincy program for the Dept.
    C. Update on the local action plan progress (Craig Miller of Delancey St. Fdn).
    D. Revision of the Dept.'s Mission Statement
    E. Key control policy and security of facilities.
    F. Presentation by San Francisco Boys' and Girls' Home
VI. Public Comments.
VII. Other Business.
VIII. Adjournment.

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, Jan.11. Call the office to make arrangements)

Jan. 7, 1998

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Notice of proposed Rules change for Juvenile Probation Commission

December 11, 1997

9

At the December 10, 1997 General meeting of the Probation Commission, the following change was submitted. (original language has been ~~struck through~~ and new language appears in ***bold italics***).

This notice shall serve as the required public notice of impending action. If no compelling opposition results, the changes will be acted upon at the January 14, 1998 meeting of the Commission.

/10/97

9.03 **Written materials:** It shall be the policy of the Juvenile Probation Commission that written information from the Chief Juvenile Probation Officer pertaining to calendared items must be received by each Commissioner no later than ~~10~~ ***[7]*** days prior to the Commission meeting. This policy will be followed for all Committees of the Commission. No item for action will be undertaken by the Commission unless written materials are received in this time frame. In the event of an emergency, the Chief Probation Officer will notify the Executive Secretary of the Commission who will then notify the Commissioners that such materials will not be forthcoming with an explanation of the nature of the emergency. The Commission will determine by a majority vote whether or not to declare an emergency and take action on the calendared items. Only by a majority vote of the Commission will such additional materials be considered at the meeting. Change approved 3/21/91.

10.09 **Written materials:** If possible, a minimum of ten (10) copies of printed materials (handouts) on a discussion or action item should reach the Juvenile Probation Commission Office no later than ~~ten (10)~~ ***[seven (7)]*** days prior to the meeting so that materials can be distributed to the Commissioners.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF JANUARY 14, 1998 MONTHLY MEETING

4/98

I. *Roll Call*

The meeting was called to order by Comm. Shimko at 5:45 pm. Comms. Breyer, and Arámburo were excused. Comm. Chuck arrived at 6:05 pm.

II. *Review of Dec. 10, 1997 meeting minutes*

Comm. Julian pointed out the absence of the name of the high school where the Filipino Parents Club had organized. It was Balboa HS. With this correction, the minutes were approved.

III. *Chief Probation Officer's Report*

Commendation of Cecile Ehrman and Mildred Sorrels, from the Board of Corrections.

- Chief Williams cited the written commendations, received from the Bd of Corrections, to these two mentioned individuals for their work in keeping the Dept. in compliance with training requirements of staff. The Dept was also acknowledged for its long history (16 yrs) of successful compliance in this respect.

Chief Williams noted that M. Fuller of the POA commented that this consistency has been due to the efforts of past training officers and that they should also be acknowledged for their work. The Chief said that attempts would be made to do so in writing.

- A meeting was held for community orgs to get input on potential use of TANF funds. Over a hundred people came.

The hope is to get out a limited RFP to utilize the funds by the 4th qtr of this fiscal year. Anticipation is that the $3.1 mil. TANF funds will be used to support existing services, expand others, and undertake some new initiatives. Domestic violence issues shared with adult probation will be looked at. Reimbursement of some activities by POs. Next year they will probably will use the entire amount of funds on new services. The requisite coordinating council for this grant will be the same one as for the local action plan, with the inclusion of a parent and a youth.

- The painters and glazier union is open to doing some volunteer work on the YGC to see what they could do for no cost.

Juvenile Hall is going through an annual audit from the Health Dept.

- The Chief will be attending a conference out of state from Friday thru Tues.

Senate Bill 10 is legislation which goes contrary to what the direction SF is going, and asked if the Commission would like to express their position on it to our elected representatives.

- Johnny Miller gave a short report on the stats at LCR. He mentioned that LCR had the lowest rate of runaways from camps in all of Northern California. Comm. Shimko asked about the Aftercare contract. Miller reported that as of Jan. 1, the contract was in effect. It will go for 11 months. Will all kids get services from this contract? No. Those graduating in the next few weeks will not be served. Comm. Shimko expressed her dissatisfaction with this. Is the contract in place? No. It is going through a process (Cheyenne Bell spoke off mike and was not picked up). The only programs not working at LCR are the landscaping and the carpentry. SLUG will be taking over some of that work from the horticulture program at LCR. There is no training of youth going on, they're only taking care of the plant stock right now. Comm. Hale asked again for a program narrative of what SLUG will be doing in the Aftercare.

- Janet Medina recounted a form of statistics for the hall for the year 1997. She stated that there are increasing numbers of girls being admitted, sometimes demanding that the coed unit be used entirely for girls, but they are not staying any longer duration than the boys. There are also more mental health problems, resulting in more assaults on staff. They will be doing more training of staff. The Bd of Corrections has recommended the Dept change some of its policies and procedures in the hall to be in compliance with State standards. Comm. Shimko was concerned for the number of incidents in the hall and the incidence of staff injury. Medina did not have a current count of staff off work, but said that during the year they have had 16 out.

Comm. Hale asked what the Dept was doing in the hall to address the sexual abuse issues of the girls. Chief Williams commented that while certain things being done by the Dept in Juvenile Hall could be improved, the larger matter is that Juvenile Hall is not the place where treatment is most effectively done. The director of SPY, Thabiti Mtambuzi, came up to explain what they were doing, but spoke off mike and was not picked up. He generally gave a summary of what they were trying to do in preparing training for staff to deal with the increased mental health issues of the youth. They were not prepared to meet this situation. Chief Williams said that the problems in Juvenile Hall are many faceted and he hopes to have a staff audit done by Feb. to see where this might be a cause for concern. The system itself presents some problems (eg. he cited a youth who because of mental health problems was referred to a hospital, but while there assaulted their staff and was court ordered back to Juvenile Hall, from whence he came). Comm. Julian asked about the range in duration of days stay in the Hall. Some have been there more than a year. The Chief said they are developing a new format for presentation of stats for the Hall. Hopefully they will have it for the Feb. meeting.

- The Chief spoke about the escape of a youth from a holding cell last Thursday. He is still at large today. Various things were called into question. Access to the holding cells --more than just sheriff's deputies-- unsecured exterior doors from the holding cell, the time lapse between escape and reporting to the sheriffs. Responsibility for secure transportation and surveillance of youth going to court. Locks to the holding cells have been changed and no handles exist on the inside of that door. Keys are in possession of court officers only. The youth involved was formerly in a group home and did reasonably well, but when back in his own home got re arrested and was now awaiting re commitment to another group home when he ran.

IV. Action Items:

A. Adoption of Commission Rules change (7 day requirement for written materials).

It was moved and seconded. Comm. Hale raised the question of whether it will actually work better, including for committees. Comm. Shimko said that this is serious and hopes that the Dept. conforms with it, since it applies to action items primarily.

The question was called and passed with a vote of 5-0.

B. Consideration of and possible action on Facilities Committee recommendation re: Dept. Capital Improvement Projects Budget for 1998-9.

It was moved and seconded. Comm. Hale reviewed that an annual capital improvement budget is submitted with the Dept's budget, to the Mayor. This year is the first time that the Commission has been able to review and consider the budget before it went to the Mayor. Norm Cole referred to a revised summary sheet which delineates 3 projects for Hidden Valley Ranch. Chief Williams reported that due to the amount of repair necessary for HVR before it is usable for the residential girls program (local action plan) this program will need to locate elsewhere first. He mentioned the potential of looking for a private provider to take over HVR. What is the potential of getting the $5.5 mil. to do the work? The actual amount being included in the capital improvement budget is less than that, comprising only code compliance issues. Comm. Shimko expressed her concern for seeing the girls program getting underway, and the potential of using HVR for this eventually. Comm. Hale commented that this process of examining all the Dept's capital improvement needs underscores what the Commission and others already know, that we need a new facility. **The question was called and it passed with a vote of 5-0.**

V. Discussion Items:

A. Presentation on proposed 1998-9 Children's Services Plan, of the Mayor's Office of Children, Youth and their Families. (copies of this plan are available from MOCYF)

Jeff Mori, Director of the Mayor's Office of Children, Youth and their Families, reviewed in summary the proposed Children's Plan for 1998-9. He said that by March he hopes it will be approved by the Bd of Supervisors and soon thereafter to issue an RFP. The entire draft plan, as well as Jeff Mori's presentation is available at the JPC office. Comm. Chuck asked about the difference between family resource centers and beacon centers. Mori said that the latter is a model started by the Dept. of Human Services, to deal with people on public assistance, while the former are school based. The schools are also developing family learning centers. There will be upcoming talks to delineate the specific differences. Comm. Jackson-Drake asked which areas MOCYF will be looking to private partners for help with. The childcare facility financing project, the development of MOCYF's 5-yr plan, Starting Points, childcare interagency council receives about $400K/yr from fdns, beacon schools are private/public partnerships.

B. *Update on efforts to establish a Chaplaincy program for the Dept.*
Chief Williams reported that as of today, the efforts of the Commission have resulted in The Goldman Fund, the Haas Fund, and the San Francisco Foundation contributing some $75K to the establishment of a chaplaincy in the Dept. In the next few months an individual will be hired and a program plan firmed up.

C. *Update on the local action plan progress*
Carol Kizziah gave the following highlight.
Comm. Assessment/referral Ctr is slated to open in Feb. in the Tenderloin YMCA. It will take kids from 4 neighborhoods, starting with the Mission. They will slowly add the other three neighborhoods afterward. Safe Corridor/early risk is doing a community survey for people in the Mission district. The Safe Haven program is at the Joseph Lee Rec. Ctr and is developing the types of programs which kids say they want there. The Jr. Tennis Foundation has offered to begin instruction there 2 times a week. Kids at the Center have done community service during the Xmas season, giving trees, food and toys to needy families in Bayview Hunters Point. The Life Learning Program for 60 kids (a Charter school) will be located at the YM also. Girls Residential Program was mentioned during the talk about the capital improvement budget. Programmatically it will be ready in 2 months, but it still needs to locate a place. Treasure Island is one option. The Presidio wasn't appropriate. Angel Island is another. Comm. Hale wanted to know how the local action plan will affect the workload of the Dept. The job openings/requisitions are not going to be released until after Feb. Chief Williams says that these positions fall in line with what TANF allows, so they may be charged off to that source. Comm. Hale was concerned that the additional programs will cause an overload on existing staff. This needs to be looked at closely. Kizziah said that they are also looking into getting funding to support additional staff needs at the various programs.

D. *Revision of the Dept.'s Mission Statement*
Comm. Shimko assigned the task of coming up with a Mission Statement, to the Program Committee. Chief Williams gave a tentative statement of what he thought could be included in a mission statement, which took the perspective of the restorative justice model. He will give a written copy of this to the Commission.

E. *Key control policy and security of facilities.*
The Bd of Corrections has had concerns regarding the Dept's policies regarding issuance of keys to staff, for juvenile hall. There is a serious lack of security and makes the Dept out of compliance with the State's standards. Chief Williams is in the process of changing the Dept's practices to resolve this situation. He will make a full report at the next Commission mtg, but depending on when the Facilities Comm. will meet, it may be ready for them to review first.

F. *Presentation by San Francisco Boys' and Girls' Home*
Kent Eagleson, the Exec. Director of the Home, gave a synopsis of the program. 90% of this program (3 different sites) serves SF kids. The shelter serves approx. 90 youth a year from the Probation Dept. He came to ask the Commission to make a formal statement of support of their capital campaign to enlarge and improve their facilities to better serve the youth they work with, and to be able to work with more youth. He had 4 youth who came to speak in

support of this. James Davis, a current resident spoke. A graduate (who was there 4 yrs) and is now a crew supervisor with SLUG, also spoke.

Comm. Hale said that the Commission should do a resolution in support of the agency.

Comm. Shimko asked that this be put on the next Commission mtg. agenda.

Comm. Julian asked to have a visit set up for him. The secretary will contact Eagleson to do this.

VI. Public Comments. None

VII. Other Business. Comm. Shimko announced the Finance Committee mtg on the 23rd.

VIII. Adjournment. The meeting was adjourned at 8:32 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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JOSEPH JULIAN, Vice President
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CHARLES R. BREYER, Commissioner
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DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, February 11, 1998

AGENDA

I. Roll Call
II. Review of Jan. 14, 1998 meeting minutes
III. Chief Probation Officer's Report

IV. Action Items:
  A. Election of Officers.
  B. Consideration of and possible action on Finance Committee recommendation re: Fiscal Yr 98-99 Dept. Budget.
  C. Review and approval of Chief Williams's response to George Cothran of the SF Weekly.

V. Discussion Items:
  A. Commission retreat, tentative dates/places/agendas.

VI. Public Comments.
VII. Other Business.
VIII. Adjournment.

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, Feb. 9. Call the office to make arrangements)

Feb. 4, 1998

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF FEBRUARY 11, 1998 REGULAR MONTHLY MEETING

/98

I. *Roll Call*

The meeting was called to order at 5:46 pm. Comms. Hale, Shimko, Aramburo, Breyer, Chuck were present. Comm. Julian was excused, Comm. Jackson-Drake arrived at 6:04 pm.

II. *Review of Jan. 14, 1998 meeting minutes*

The minutes were adopted as written.

III. *Chief Probation Officer's Report*

Chief Williams introduced Judge Kevin McCarthy, newly appointed to the Juvenile Court bench. He thanked everyone for their warm welcome and acknowledged the good work he saw happening in the Dept. Comm. Breyer welcomed him, and noted that the Dept was lucky to have him here. Comm. Shimko echoed that opinion.

•Chief Williams acknowledged six Dept. staff for noteworthy actions (Reginald Bey, Darlyne Bowden, Mark Mardahl,-- Probation Services-- BJ Carmichael, Omar Kaliffe,--LCR.) He read letters of appreciation from their supervisors and parents who commended them for their work (letters made a part of the official minutes of this meeting).

•he spoke about the Dept. becoming involved with a KMEL radio program called Peace Posse. The Dept is exploring future topics to be dealt with on the show.

•Key control policy --he referred to a draft interim policy which will reduce the access to keys by staff (a copy of which is available in the JPC office). In the future a pass card system will be looked at.

revised monthly stats report for the Commission. The stats on juveniles in the Dept will be done in a different format which will give a clearer picture of the status of the Dept's operations, available to the public also.

•Budget, he mentioned that the process for spending the TANF funding is moving forward and he will be asking the Commission to review and approve the proposed plan so a supplemental appropriation request can be submitted to the Mayor this month.

•Follow up meeting with the community regarding TANF, on Feb. 18, at the Southeast Community Center.

•For the rest of this year the Dept. will be concentrating on: completing the hiring of staff to fill all vacant positions. Beginning the new service for girls, as well as the other new initiatives under TANF funding. Working toward full initiation of the local action plan programs, and changing the structure of the Dept.'s, including the composition of the Executive Team.

•Issues for the Dept stats: include info. on how long kids stay in the Hall awaiting placement. Clarification/detail on type of contraband found on kids, details on demographics of the youth re. neighborhoods they come from (giving an idea of the which neighborhoods have the most cases of delinquent youth, so that resources can be allocated accordingly). Likewise, to assess what types of youth are involved, so that adequate resources can be given to appropriate services to address those problems.

There was also a sheet comparing the numbers of juvenile arrests to the adult arrests stats for the City.

Positions requested under the TANF plan is in addition to already open positions in the Dept budget.

IV. *Action Items:*

A. *Election of Officers.*

The floor was opened for nominations for President. Comm. Jackson-Drake nominated Comm. Shimko. It was seconded. Comm. Shimko said that she was interested in continuing in this role and wanted to play a role in connecting different partners in the system to better coordinate services so that the system worked better. She feels that while much has been done, there remains much to be done and she looked forward to helping reach those goals. Some very important issues are: proper and timely placement options for both girls and boys, and mental health problems.

Nominations were closed. Comm. Chuck moved to cast a unanimous ballot. Comm. Hale objected. A roll call vote was held. All Commissioners voted yes, with Comm. Hale casting a no vote.

Nominations were opened for Vice President. Comm. Breyer nominated Comm. Julian. It was seconded. Comm. Hale raised a procedural question. Does a nominee have to be present to accept the nomination. The Commission's Rules do not speak to this issue. Comm. Hale commented that by Roberts Rules a nominee must accept the nomination. A Commissioner's actions cannot be carried by proxy if s/he is physically absent from the meeting. He proposed that the nomination for VP be postponed until Comm. Julian returned. Comm. Breyer objected and requested the vote continue. With no consensus, it was decided to go forward with the nomination and vote, and if Comm. Julian declines the position, upon return, then the Commission can re-open the nomination at that time. The nominations were closed and a roll call vote was held. All Commissioners voted yes, with Comm. Hale voting no.

The officers for 1998 are: Anna Shimko, President, and Joseph Julian, Vice President

Comm. Shimko re appointed all current Committee Chairs: Hale (Facilities), Julian (Finance), Aramburo (Program). Personnel Committee will be the Commission as a whole. All members remain the same.

B. *Consideration of and possible action on Finance Committee recommendation re: Fiscal Yr 98-99 Dept. Budget.*

Comm. Shimko reported that the Finance Committee reviewed the budget and approved it for submission to the full Commission. Sandy Brown-Richardson noted some minor revisions to the budget since then, but pointed out 3 more significant changes that needed inspection. p. 6B, personnel salaries/step adjustments. These were not included in the original budget. p.4D, added 5 new counselors for transportation and security duties. p. 19B, added automated timekeeping/payroll system, and a key card entry system.

They referred to a revision of the Dept's Mission Statement as written in the budget. Comm. Hale suggested a re prioritization of the 3 foci: 1) youth/family 2) victim 3) community. Comm. Jackson-Drake agreed. They should emphasize the rehabilitative aspect of the work.

Brown-Richardson pointed to the one pg attachment which is requested by the Mayor's office re: significant budget items in the upcoming fiscal year as well as issues which will extend over the next 3 yrs.

Comm. Hale wanted more itemized performance measures for Juvenile Hall. Chief Williams said that there would be many more activities and measures to be undertaken, and he would be bringing them up in the upcoming retreat. Comm. Arámburo inquired about the amount of support for services to the Excelsior/Outer Mission districts. She noted that the recidivism rates in the Potrero/Bayview areas is going down, and may be the result of the amount of support given to those areas. Chief Williams said that the TANF funds will be used to increase support to many communities.

Public Comment:

Micheal Fuller, expressed concern that there were not copies of the documents being discussed by the Commission (ie. the budget, and monthly stats).

He further commented on the TANF process, which he characterized as the Dept. making decisions before the Commission could take action.

He commended Comms. Hale and Drake for what he said was their standing together on a point.

Comm. Shimko asked that in the future, a limited number of copies of the documents being discussed in the meeting be available for the public.

Chief Williams took issue with the first 2 points.
Enola Maxwell of Potrero Hill Neighborhood Ctr spoke in support of Fred Jordan. Then she complained again about the sound system.
Lothar Eiserloh, POA, said that he had asked for a copy of the budget earlier but maybe didn't follow up with his request. He asked to receive all future documents being discussed at meetings. He asked for a clarification of what the automated payroll system. He spoke about the continuing concern for staffing (open, unfilled positions) the need for transcribers, and the safety of staff in the admissions office due to the traffic patterns at the office. Chief Williams replied: there is continuing efforts to get openings filled, there is one additional transcriber for this year, and 2 being proposed for the next fiscal year, and there is no line item for any reconstruction of the admissions office operation, in the next fiscal year.
Peter Bull wanted to know what the relationship was between the budget and supplemental request. He asked about the need for the contracts compliance officer being requested in the new budget. Chief Williams explained that the supplemental request is for '97-'98 and will carry over into the '98-'99 budget year. He also said that the compliance officer position was needed. P. Bull expressed his concern that evaluations be done on Dept. services and not just community based programs. Finally, he said that he believed the position of Ombudsman should be independent of the Dept. so that it is accountable to someone outside of the administration.
It was moved and seconded to adopt the proposed budget. **The question was called and the motion passed, 6-0.** Comm. Hale reiterated the change in language for those items discussed above (the outcome measures, the mission statement).

C. *Review and approval of Chief Williams's response to George Cothran of the SF Weekly.*
This item was erroneously included in the agenda. No formal Commission action was necessary.

V. *Discussion Items:*

A. *Commission retreat, tentative dates/places/agendas.*
Comm. Shimko brought up the need to set dates for Finance Committee mtg and special full Commission mtg to deal with the TANF and supplemental budget proposal. Finance Committee will meet on 2/20.
Retreat: the tentative date was set for April 25, from 9am to 2pm. The Secretary will identify a place for it.

VI. *Public Comments.* none

VII. *Other Business.*

Comm. Shimko took this opportunity to announce Comm. Breyer's resignation from the Commission, due to his appointment to the Federal Court bench. She read his letter of resignation to the audience (copy available in JPC office).
Comm. Breyer stated that of all the various activities he has undertaken in his professional life, this has been the most rewarding experience and most worthwhile responsibility he has had. He commended and applauded the efforts of all those he has come in contact with, who give tireless service to making youths' lives better. He commented that he has great confidence that Chief Williams will be able to keep the ball rolling forward and improvements coming to the juvenile justice system. He thanked everyone.
Comm. Shimko presented Comm. Breyer with a plaque and read from the inscription.

V III. *Adjournment.* The meeting was adjourned at 8:15 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

ANNA C. SHIMKO, President
JOSEPH JULIAN, Vice President
ELEAZAR ARÁMBURO, Commissioner
CHARLES R. BREYER, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL MEETING

Youth Guidance Center Conference Room
9 375 Woodside Ave
San Francisco, Ca 94127
PM, Wednesday, February 25, 1998

25/98

ecial

AGENDA

I. Roll Call
II. Review of Jan. 14, 1998 meeting minutes
III. Action Items:
  A. Resolution in support of the San Francico Boys' and Girls' Home capital campaign.
  B. Consideration of, and possible action on Finance Committee recommendation re: Dept.'s proposed expenditure plan for Temporary Assistance to Needy Families (TANF) funds, and corresponding supplemental appropriations request.
IV. Public Comments.
V. Other Business.
VI. Adjournment.

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, Feb. 23. Call the office to make arrangements)

Feb. 18, 1998

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City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

URGENT FAX

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FROM: JUVENILE PROBATION COMMISSION

PAGES (INCLUDING THIS COVER): 1

Friends: The announcement of the Special Meeting of the Juvenile Probation Commission, on Wed. Feb. 25th, neglected to state a time. It will be meeting at 5:30pm on that date. Sorry for the omission.

Tuesday, February 24, 1998

Commission office

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF FEB. 25, 1998 SPECIAL COMMISSION MEETING

I. *Roll Call*

The meeting was called to order by Comm. Shimko at 5:45pm All Commissioners were present except for Comm. Arámburo, who was excused.

II. *Review of Jan. 14, 1998 meeting minutes*

This was actually to be review of the Feb. 11 meeting minutes, but was tabled

III. *Action Items:*

A. *Resolution in support of the San Francisco Boys' and Girls' Home capital campaign.*

It was moved and seconded to approve the resolution (copy available in the JPC office). There was a change in the last sentence, the word 'encourages' was replaced with the word 'urges'. Comm. Hale raised a concern with the word "campaign," and it was decided to change that to the word "efforts". And finally the phrase "concrete support to this organization" was put in. With these changes, the motion passed, 5-0.

B. *Consideration of, and possible action on Finance Committee recommendation re: Dept.'s proposed expenditure plan for Temporary Assistance to Needy Families (TANF) funds, and corresponding supplemental appropriations request.*

Comm. Julian reported that the Finance Committee reviewed the budget, taken public comments, and explored with the Chief the possibility of making some support available to the Pacific Islander community (at the behest of Robert Urhley), and after this, had approved it for consideration by the full Commission.

Chief Williams reviewed:

- this process for spending the TANF funds this year will not be the same for upcoming years. In future years, the Dept will target use of the funds for expansion of programs, and will use the coordinating council for holding hearings regarding the planned use.
- the one time expenses being asked for here are for hardware for use by the Dept., mostly computers (the full list is available from the JPC office, or the Finance Director's office). These requested items are also included in the 1998-99 budget, but if gotten through this fund, will be deleted from that.
- for LCR, recreation equipment as well as repairs to areas where youth play at the ranch (eg. the blacktop). Tables/chairs for large gatherings.
- Various items for the Community Programs division.

Question: does this request use up all the surplus created by the TANF funds? No. This is just what the staff believes will pass with the Mayor's office.

Comm. Hale asked if there was a way a one time request for additional educational services for youth in the system could be made, since there are still funds not being asked for. The Chief didn't think so.

The Commission still has a concern that the Mayor's office will just take back that amount of the general fund being covered by the TANF request. The Dept will have to do whatever it can to convince the Mayor's office that this should remain with the Dept.

Question: where did the prices come from for these items? Probably a vendor list. They are justifiable.

What about training costs for use of the computers? There is a line item for training in the regular Dept. budget. The Commission requested the Dept add an additional line item for training costs in this supplemental request.

Comm. Shimko commented that it appeared that there would be a release of about $1.6 mil resulting from the TANF monies, and this would represent a healthy contribution to the general fund.

Comm. Julian amended his original motion to include the second page of the TANF spending plan (the one time expenses). Comm. Chuck also moved to amend this new motion to include

the addition of a line item to account for training costs, the amount not to exceed the amount listed in the 1998-99 budget.
Question: how extensive a system for the video cameras? Primarily the interior spaces of juvenile hall, some exterior perimeter areas. Issues to pay attention to: putting in a system which could be expanded without the need for starting from scratch. Clarification for the legal restrictions on the possession/use of the videotapes. Comm. Hale asked for a city attorney opinion on the use of these cameras.
Public Comments:
Margaret Brodkins spoke against returning any funds to the general funds. She would like to see all the available funds be used, whether for one or more community based services. She reiterated her opposition to using the funds to pay for additional probation officers. She feels that the intent of the local action plan is to further move services out of the Dept and into the community, and therefore needing less staff in the Dept. She feels that the community agencies are being kept weak (with small funding) while the Dept. continues to grow. Chief Williams said that paying for the services of the probation officers is consistent with the spirit and the letter of the TANF legislation as well as the local action plan. Comm. Shimko asked whether the Dept was in essence letting the city take back the amount it did not request to use. Chief Williams said that this was not the Dept's intent. He also said that using the funds to pay for one time salaries or services that would only last a couple of months would not be wise. Comm. Julian asked if it would be advisable that the Dept. submit some statement to accompany the budget request to ask if the money not requested at this time could be set aside for the Dept. for a later date.
Commissioners expressed a concern for the quality of the mattress used in the facilities.
Comm. Hale commented that unless there is a different orientation, just putting POs out in the community doesn't change their law enforcement image. He referred to research which showed a negative impact on success rates when POs were involved in diversion programs.
Kwanza Morton, DDAP, spoke in support of getting POs out in the community. He also encouraged that if monies are available, they should be accessible.

Comm. Shimko restated the motion and amendments. The original motion was to approve the TANF spending plan, along with the one time expenditure list, and giving leeway for purchasing a "better" mattress if advised, and attached language indicating the potential of submitting another supplemental budget request. **The question was called. It passed by a vote of 5-0.**

IV. *Public Comments.* none

V. *Other Business.* Comm. Hale announced a workshop that was occurring over the weekend, concerning education and the African American student.
Chief Williams announced that he would be out of town during portions of March, so he will miss the March Commission meeting. He asked if he could do his presentation on restorative justice at the April meeting.

VI. *Adjournment.* Comm. Hale requested the meeting be adjourned in recognition of African American History Month. The meeting was so adjourned at 7:17 pm.

JUVENILE PROBATION COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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NOTICE

The regularly scheduled monthly meeting of the Juvenile Probation Commission, originally set for March 11, 1998, has been canceled until further notice.

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Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, April 8, 1998

AGENDA

I. Roll Call
II. Review of Feb. 11, 1998 meeting minutes
III. Chief Probation Officer's Report

IV. Action Items:
   A. Consideration of and possible action on Program Committee's recommendation on renewal of contracts with community based organizations.
   B. Consideration of and possible action on Program Committee's recommendation on awarding TANF funds to the Girls Initiative ("Giving and Inspiring Responsibility in Life")
   C. Consideration of and possible action on request of supplemental appropriations for emergency repairs at Log Cabin Ranch.

V. Discussion Items:
   A. Presentation on Balanced and Restorative Justice Model, by CPO Williams
   B. Update on the implementation of the Juvenile Justice Action Plan.
   C. Details on the April 25, 1998 Commission Retreat.

VI. Public Comments.
VII. Other Business.
VIII. Adjournment.

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, April 6. Call the office to make arrangements)

April 1, 1998

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MINUTES OF APRIL 8, 1998 REGULAR MONTHLY MEETING

I. *Roll Call*

The meeting was called to order at 5:40 pm. All Commissioners were present, except for Comm. Hale, who arrived at 6:00 pm.

II. *Review of Feb. 11, 1998 meeting minutes*

The minutes of the Feb. 11 meeting were approved as written. Unfortunately the minutes for the Feb. 25, special meeting of the Commission were not noted for action. They will be reviewed at the next meeting of the Commission.

III. *Chief Probation Officer's Report*

Chief Williams updated the budget status of the '98-99 budget process. They met with the Mayor's budget office and felt positive about the talks. They will go into further discussions before it passes to the Bd of Supes. The Chief asked the Commission to possibly hold a finance committee meeting to discuss strategy for advocating the Dept.'s budget with the Mayor. Comm. Shimko mentioned a conversation she had with Supervisor Teng over issues of OT in the Dept. and how the budget has been unrealistically low in the past. Supervisor Teng recommended the Dept./Commission continuously bring up that fact in future discussions around the budget. Maybe someone will final take a serious look at it. In the '98-99 budget, the amount of imposed salary savings has been reduced, so that should help the Dept. Today, the finance committee of the Bd of Supes met and approved the budget request for TANF spending. Next week, the full Bd votes on it. But given the current situation, preparations can be made to fill those vacancies in the Dept. There is a testing schedule being made so that things should fall into place nicely.

Stats: Juvenile Hall, today, 107. LCR: 50 avg. nos# of girls in JH for Mar., 30. Number of grievances has gone down from 22 to 9. Exactly why, not sure. Most of those are coming from G1. In comparison to other jurisdictions, SF is doing well in numbers in detention. Comm. Arámburo noted that there are a large number of young girls being detained. Comm. Shimko noted that the format of the monthly stats is very good, showing also the capacities of the community programs. This should be something available to the POs. Comm. Arámburo asked about the Ombudsman's memo. Chief Williams will establish monthly meetings with him.

IV. *Action Items:*

A. *Consideration of and possible action on Program Committee's recommendation on renewal of contracts with community based organizations.*

Cheyenne Bell referred to the Dept.'s report on the community programs, used by the Program Committee in their review and consideration of contract renewals. Comm. Arámburo reported that the Committee moved to accept the Dept.'s recommendation to renew all current contracts (excepting the IHBS program) and additionally mentioned that they encouraged the Dept. to look for further funding for the Omega program.

Comm. Shimko commented that this is the final year for renewals. The next year ('99-2000) will be a new RFP. Comm. Hale asked if the Dept will be looking at changing the way it does its assessment of programs. Bell said that those other programs will be undergoing a more intensive evaluation the next time around. She said that in May there will be the report from Davis Ja on the Intensive Home Based Supervision programs. The Dept. will also have its assessment of those programs for the Commission to consider. Comm. Arámburo moved to approve the contract renewals. Comm. Hale seconded. The vote was separated so that Comm. Hale would not conflict. The first vote was on all contracts without Bayview Hunters Point Foundation. **The second was just on the Bayview Hunters Point Foundation. The first motion passed, 6-0. The second passed, 5-0.**

B. *Consideration of and possible action on Program Committee's recommendation on awarding TANF funds to the Girls Initiative ("Giving and Inspiring Responsibility in Life")* Comm. Arámburo reported that the Committee accepted the recommendation of the review panel to offer the contract to a merged proposal from Westside Community Mental Health and Horizons Unlimited. Bell mentioned the types of people who participated on the review panel. Comm. Julian also approved of the initiative for girls, commended the decision to merge the two proposals, and was happy to see that the Pacific Islander community would be served by this collaborations. He asked about the outreach process. Bell explained how it was done. Comm. Julian was concerned that possibly the tightness of time prevented more from responding to the request. Is there some possibility for others to be considered in future years, if they didn't get into it this year? In '99-2000 the next round will be open. This contract (the one just recommended) will be 14 months, through '98-99. Comm. Julian asked about the evaluation section. Bell said that this was purposefully left out. It will be developed later.
Public Comments:
Micheal Fuller, POA, expressed support of the GIRL initiative, but also a concern for the process. There was a restrictive timeline but he is still disappointed that only 3 proposals were received. He questioned the contents of each proposal, given this compression of time. He said that it just seems that the services/products are not client driven, but rather structured to meet the Dept's needs. He referred to the vocational aspects of the program proposed by Westside. He said that vocational prospect in video/film industry are slim to none.
He again expressed disappointment that there are no copies of documents for the public to have in following the Commission's discussions.
Lastly, he expressed disappointment that the Dept was only able to perform an annual visit to the community programs. Comm. Arámburo clarified that her comment regarding the vocational program referred to the Y proposal. She did offer her services to Westside/Horizons to work this issue out. Chief Williams thanked the POA for its support. Looked forward to their support of the Local Action Plan.
Lori Smith, Westside Community Mental Health, said that their proposal was not a rehash.
Bell commented that they (her division) does an annual site visit, but during the course of the year, periodically has different interactions with the contractors. She said that the Y is doing a program in Chinatown for girls (a computer program).
Chief Williams commended the work of the Community Programs division for the work done on all these recent activities. Comm. Hale commented that there needs to be constant inspection given to the funds and if they are adequate/inadequate for the needs being addressed. As regards the process, he emphasized the flexibility to be able to find the best proposals. He encouraged POs to become familiar with all these available resources.
Comm. Arámburo moved to accept the Committee's recommendation. **The question was called. It passed, 6-0.**

C. *Consideration of and possible action on request of supplemental appropriations for emergency repairs at Log Cabin Ranch.*
Norm Cole mentioned that due to the emergency nature of the problem with the W-buildings (Health Dept. declaration), there needed to be immediate action taken on it. The recent storms have further exacerbated problems resulting from last year's storms, and also need repair.
Comm. Julian asked about the status of the escapee from LCR. The youth is still at large. Chief Williams commended Sandy Brown Richardson and staff for doing all the necessary administrative work that allowed for this project to come to fruition. Comm.

Hale thanked Rev. Roger Ridgeway of the UCC for his cooperation in working with the Dept. in regards the W-buildings, and asked that they offer what they can to the youth detained in the hall. Comm. Hale moved to approve the supplemental budget request, as prepared by the Dept. **The question was called, and passed 6-0.**

V. *Discussion Items:*

A. *Presentation on Balanced and Restorative Justice Model, by CPO Williams*

The Chief did a concise explanation of the Balanced and Restorative Justice (BRJ) model for juvenile justice. He provided a handout which followed the oral presentation. That document , which details his presentation, is available through the Chief's office.

B. *Update on the implementation of the Juvenile Justice Action Plan.*

Carol Kizziah of Delancey St. was out of town so could not make a report. She asked to be scheduled at the May meeting. Comm. Shimko made a short report, from her understanding of the current status. She reported that the Safe Haven program was begun and that Judge McCarthy was impressed with it, so now is making it a condition for many probationers. She also said that the Community Assessment Center in the YMCA is going along nicely and that they anticipate beginning in May.

Comm. Arámburo asked how the model affects someone who is identified as a substance abuser. Until there is some impact on the other two aspects (a victim/community) then it doesn't impact. Comm. Shimko mentioned the reciprocal restitution model as a part of the local action plan. Is the local action plan premised on the BRJ? Not necessarily. While some of the things they want to do are things which parallel to consistent with activities to be expected in BR.J. Comm. Julian asked what the impact would be on the current system. The Chief said that staff needs to be "get on the same page" with an understanding of what the BRJ was and how what currently happens might be woven into that new orientation. The next steps would be to get them to buy into a new way of operating. Are there any items which are "threatening" to staff? Possibly, but open discussion is critical to resolving that. Victim/offender mediation? only when mutually agreed to.

C. *Details on the April 25, 1998 Commission Retreat.*

Comm. Shimko suggested that she and Comm. Hale meet with Chief Williams to discuss topics for the retreat, and come up with an agenda.

VI. *Public Comments.*

VII. *Other Business.*

The Chaplaincy program: Chief Williams is scheduled to meet with the Interfaith Council to review resumes, next week. They hope to have someone onboard by the end of June.

Comm. Hale mentioned that the JJC is preparing to do inspections of the facilities and invited input from any interested party. He also commented that the JJC was concerned about the high speed chase carried on by the CHP.

Comm. Hale requested the meeting be adjourned in recognition of Child Abuse Recognition Month. Another suggestion was to adjourn in recognition of Comm. Julian's birthday. Both were approved.

This meeting was adjourned in recognition of Child Abuse Recognition Month, and Comm. Julian's birthday.

VIII. *Adjournment.* The meeting was adjourned at 7:56 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

NOTICE OF SPECIAL COMMISSION RETREAT
at The Nimitz House on Yerba Buena Island
9:00 AM to 2:00 PM, Saturday, April 25, 1998

9

This meeting of the Commission is intended to provide an opportunity for wide discussion regarding issues and concerns identified by both the Commission and Dept. as important to the continuing improvement of the work of both bodies. There will be a great amount of latitude and flexibility given to exploring ideas that come out of the brainstorming.

25/98 Special

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AGENDA

I. Roll Call
II.. Discussion Items:
  A. Review of 1997-98 accomplishments
  B. Dept. overview of priorities
  C. Commission Master Calendar
  D. Local Action Plan: what's happening now and what next?
  E. Possible new initiatives.
III. Action Item:
  A. Possible action to approve Commission's written response to Civil Grand Jury Report .
IV. Other Business
V. General Public comensts
VI. Adjournment

April 20, 1998

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DIRECTIONS TO MEETING:

Take the Nimitz Freeway (80) towards East Bay. Stay on far right lane. Take the Yerba Buena Island Exit, halfway through the tunnel, exit to your right. As you come out of the exit, stay to the right. Make a left at the stop sign, drive under the overpass and make an immediate right, down the hill. Follow the signs to the Nimitz House parking at the bottom of the hill. Take the stairs and walk up to the Nimitz House. There is no specific handicapped parking, but those needing it may park towards the back of the house. Ramp access is in the back.

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MINUTES OF APRIL 25, 1998 SPECIAL COMMISSION RETREAT

I. *Roll Call*

The meeting was called to order at 9:20 AM. All Commissioners were present.

II.. *Discussion Items:*

A. *Review of 1997-98 accomplishments*

Chief Williams passed out a document which outlined what he felt were the accomplishments to date under his term. (This document is available at the JPC office).

B. *Dept. overview of priorities*

The discussion touched upon testing of candidates to establish a list for POs, separate for adult and juvenile; the change in key control for juvenile hall; who the DPOA was and which unions are connected to staff in the Dept. Chief Williams reported that they have technical assistance from the DOJ to bring independent evaluators to review the staffing of juvenile hall. There was a question re: why the lowernumber of referrals to LCR, and what the nature and length of the LCR programs/commitment should be. Courts (under Judge Dondero) lengthened the terms, but they could be more tailored to the individual.There will be year round school there now. Is there a means of tracking youth after LCR.? With the Aftercare activities now, there are those records which are available. There is talk about a "wilderness" program at the Ranch. Is there an attempt to get local ed. institutions to collaborate on program designs for the ranch? variously, over time, but nothing concrete ever came of them. Look into using LCR as a placement site for future teachers in credential programs (Cal State Hayward). Question: is there someone other than Jack Jacqua who can help increase the Omega program?
The Chaplain will be on by the end of June. There may be a possibility of getting Ford Foundation support for the chaplaincy program.
Chief Williams has been talking to Sai Ling Chan in Community Mental Health about accessing federal funds to provide mental health services to the youth in the system, and to create a 'system of care' for them. He mentioned an idea to contract out Hidden Valley for a residential care treatment facility.
They reviewed the staffing in the psych area. Both J. Medina and J. Miller were positive about their staffs. Sometimes, Medina said, the psych staff can't even deal with a youth, and C. Bell finds community based people to come and provide one on one counseling.
Chief Williams will be pursuing ACA accreditation.
The Juvenile Justice Coordinating Council has been formally approved by the Bd of Supes.
Establish a youth advisory group?
There is the need for the Commission to get in touch with the Bd of Supes/Mayor's office to push through the budget.
Sandy Brown Richardson passed out a summary of the budget.
Comm. Hale suggested identifying the key staffers at the Bd of Supes with whom Commisisoners could call and encourage regarding the Dept's budget. Key Supes: Yaki, Teng, Kaufman.
On the issue of a new facility was brought up. There was tdiscussion of the last bond measure that was defeated. Chief Williams suggested that there might be funding streams and construction methods which would reduce the need for bond measures.
Comm. Hale stated that he has already assigned Comm. Shimko and Comm. Chuck to head this topic from the Facilities Committee. Comm. Shimko will work

with them to look into the issue of a bond. Questions include: a new location or same location for the facility, and which players need to be included in developing the support. Chief Williams said the Association of Chief Probation Officers is working on a statewide bond for facilities.

Comm. Hale suggested that the Commission make a formal list of its priorities, and make it known to the community. The question came up whether any press was gotten regarding the Dept's first girls' initiative funding. No. no one took care of that. Some priorities mentioned: girls programs/services, mental health services, BRJ, new facilities.

C. *Commission Master Calendar*
This item was tabled.

D. *Local Action Plan: what's happening now and what next?*
This item was tabled.

E. *Possible new initiatives.*
Tabled.

III. *Action Item:*

A. *Possible action to approve Commission's written response to Civil Grand Jury Report*
Comm. Hale passed around his draft of the Commission's reply. It was read and amended. Comm. Arámburo moved it be accepted subject to modifications being suggested by other Commissioners. **It was seconded and passed unanimously.**

IV. *Other Business* None

V. *General Public comensts* None

VI. *Adjournment* The meeting was adjourned at 2:09 PM.

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CITY AND COUNTY OF SAN FRANCISCO
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NOTICE OF REGULAR MONTHLY MEETING
Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, May 13, 1998

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AGENDA

I. Roll Call
89 II. Review of April 8 & 25, 1998 meeting minutes
III. Chief Probation Officer's Report

/13/98 IV. Action Items:
  A. Consideration of and possible action on Program Committee's recommendation on renewal of Intensive Home Based Supervision contracts with community based organizations.
  B. Consideration of and possible action on Finance Committee's recommendation on supplemental budget appropriations for Log Cabin Ranch.
  C. Choice of community site for June Commission meeting.
  D. Commission priorities for fiscal year 1998-99.

V. Public Comments.
VI. Other Business.
VII. Adjournment.

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, May 11. Call the office to make arrangements)

May 6, 1998

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF MAY 13, 1998 REGULAR MONTHLY MEETING

I. *Roll Call*

The meeting was called to order at 6:11 pm. Comm. Arámburo, Comm. Shimko, Comm. Julian, Comm. Chuck, Comm. Jackson-Drake, were present. Comm. Hale arrived at 6:21 pm.

II. *Review of April 8 & 25, 1998 meeting minutes*

April 8 minutes were adopted. On the April 25th minutes, the following amendments were noted. Item (B) 6 lines down, run-on words. Further down, on the item of the new facility, Comm. Shimko is incorrectly referred TO as being assigned by Comm. Hale to head up exploration regarding a bond measure. It should read Comm. Julian.

Under (E), Possible new initiatives, were not tabled, but discussed under the former agenda item of priorities. The April 25 minutes were approved with these noted corrections.

III. *Chief Probation Officer's Report*

Due to a meeting conflict, the CPO report was given at the end of the meeting. Chief Williams introduced Gwendolyn Tucker, the new Assistant Chief Probation Officer. Ms. Tucker thanked the Commission and said that she is looking forward to a good term in helping lead the Dept forward. Chief Williams reported on the meeting with the Mayor's Budget Office and the Mayor, earlier this evening. He said that a previous impasse was resolved in the Dept's favor. Comm. Shimko introduced John Kennedy, the newly assigned Deputy City Attorney for the Commission.

Report on incident on April 17, on B3. There was a fracas in the gym involving about 10 youth, African American vs Latino. Some of the combatants are going to have charges filed on them. One youngster suffered lacerations to the head, and a fractured ankle. A child abuse complaint has been filed by a nurse from SPY and is being investigated by the social service dept. The Dept is doing its own investigation. The Dept asked Omega and RAP to intercede with detainees in B3 to try and resolve any remaining problems. Comm. Hale spoke off mike and was not picked up.

Report on the chaplaincy. The candidate being considered is not sure he wants to do it. The committee is working on changing his mind.

Comm. Julian asked what the policy is on notifying the Commission regarding critical incidents. Chief Williams said that he notifies the President of the Commission. Comm. Julian wanted a process to allow all Commissioners to be informed.

Janet Medina read a letter from a former detainee (a female) to the Rec. Director in Juvenile Hall.

Quote

"Hey Mister Brown, what's up? How ya been doing? Well, I just want to write this letter to let you know that I really appreciate each and everything you've done for me and others. You've really made me think twice about my actions and how important education is to everyone. Just by the short conversations we had when I was in merit and also by the little jokes you've said, just thanks to you, I actually learned something when I was in jail and now I'm going back to school and I listen more to my elders than my friends. But like I said, I thank you for everything. Now, I've got to go to class. Thanks!"

Comm. Jackson-Drake asked that the Secretary look into resolving the sound problem. Comm. Shimko recalled that the Secretary was asked to look into another location for the meetings. Chief Williams said that the new Dept. budget includes provisions for a professional sound system.

IV. *Action Items:*

A. *Consideration of and possible action on Program Committee's recommendation on renewal of Intensive Home Based Supervision contracts with community based organizations.*

Comm. Arámburo stated that the Program Committee recommended renewing contracts for Potrero Hill Neighborhood House, Bayview Hunter's Point Foundation, Chinatown Youth Center, Real Alternatives Program, and Morrisania West., as recommended by the Dept. Additionally, it recommended renewal for the Vietnamese Youth Development Center if the Dept felt that they were now in compliance with reporting documentation and can provide services for the next year. It further recommended that the OSA contract be approved if the Dept is satisfied that the Office of Samoan Affairs can provide all the reporting documentation by May 22, and if the Dept determines that this agency can provide the necessary services for the target population of youth, and can maintain compliance with contract requirements for next year.

Comm. Shimko reported that there was an extensive report from Davis Ja and Associates, regarding the evaluation of the IHBS program. She suggested scheduling a full discussion of that report, for the next Commission meeting.

Comm. Arámburo mentioned a few points brought out in the evaluation: the methodology seems to work, with a lower recidivism rate than the Serious Offender Program, that it was a very cost effective program, and said it was important for the Commission and Dept to establish a strategic plan for how the program fit into the goals of the Dept.

Comm. Chuck asked if it was possible to give extra guidance and help to the contractor(s) who need to speed up their learning curve. Comm. Jackson-Drake commented that it is the responsibility of the Community Programs division to see that the community contractors are accountable to the required activities. There is no excuse for failure to comply with requirements. It is not a "cultural" issue as implied by another speaker. There is no cultural excuse for incompetence. Comm. Arámburo took a different viewpoint, giving greater leeway for the Office of Samoan Affairs to get their infrastructure together. Comm. Shimko asked for comments from Dept. staff and community, regarding the OSA contract. Comm. Jackson-Drake repeated her disbelief that there was no report done by the contractor (as is commonly required for all grant recipients).

Comm. Shimko mentioned that there is another organization within the Samoan community that is interested in operating this program, and perhaps they could be given a chance to see how they could do.

Cheyenne Bell expressed her concern for accountability. She said it is simply a question of not knowing anything about the quality or quantity of services to that community. She reiterated her position that the contract for this organization not be renewed. Comm. Arámburo asked if any POs had been unable to contact this contractor? Bell said no direct comments had been received regarding that one agency. There are general comments about the program.

Comm. Chuck asked how the contractors are paid? Bell said that since payment is tied to reports made, then these two have not been paid. Comm. Shimko said that in light of this, she would be inclined to agree with Comm. Jackson-Drake. Comm. Julian asked for a restatement of the motion. Comm. Arámburo restated it. Chief Williams commented that the Dept has recently intensified its working relationship with its community contractors, which increased the utilization level for the IHBS programs from 78 to 90%. But there will be times when the Dept needs to make decisions regarding non compliance which may not be easy. Comm. Shimko asked what would happen if the OSA contract is not renewed. Chief Williams said that they would make sure a contractor was found who could provide the service, so that the community would not go unserved.

There were various speakers from the audience, who spoke from their seats and off mike, so their comments were not picked up. Comm. Julian asked for a separatioin of the motion into various parts. Comm. Arámburo said that the vote on approving Bayview Hunter's Point Foundation would be taken separately based on the conflict of interest with Comm. Hale. It was seconded, and all Commissioners (with Comm. Hale abstaining) voted in favor (5-0). Comm. Arámburo moved to approve the contracts for Potrero Hill Neighborhood House, Chinatown Youth Center, Real Alternatives Program, and Morrisania West. It was seconded. All Commissioners voted in favor (6-0). Motion to approve renewal of contract with Vietnamese Youth Development Center pending Dept assessment of its substantial compliance with this year's contract. C. Bell interjected the Dept's rescinding of its original recommendation of non renewal, based on the good faith efforts of VYDC to come into substantial compliance with the current contract, and the Dept's decision to recommend renewal. This motion was voted on and passed unanimously (6-0). Comm. Arámburo moved that the contract for the OSA be renewed if the Dept determines that the OSA is able to provide substantial compliance (reports) by May 22. It was seconded. Comm. Shimko and Comm. Jackson-Drake voted nay. The others voted yea. The vote was 4-2, and the motion passed. The Dept will have the discretion to determine renewal or not after reviewing the documents on May 22.

The question of a signed resolution was brought up by C. Bell. Since there are stipulations to one, the prepared resolution (by the Dept) needs to be redone and signed off by the Commission.

There was a lot of speaking from the audience, off mike, so nothing was picked up.

B. *Consideration of and possible action on Finance Committee's recommendation on supplemental budget appropriations for Log Cabin Ranch.*

Comm. Julian synopsized the Finance Committee's meeting with Chief Williams, and staff in regards to this request, and acknowledged a fine presentation by Johnny Miller on its contents.

Comm. Shimko mentioned that the AB 1483 funds will not be continuing, and TANF now has a separate allocation for ranch use. It was moved and seconded to approve the request. It passed unanimously, 6-0. Comm. Shimko mentioned that J. Miller will be coming up with a more extensive long range plan for LCR at a later date.

C. *Choice of community site for June Commission meeting.*

The Commission decided to host the next meeting in Chinatown. The Secretary will be assigned to arrange this.

D. *Commission priorities for fiscal year 1998-99.*

Comm. Shimko apologized for not having this list at the meeting. It was left in her other office. This item will be put on the next Commission meeting agenda.

V. *Public Comments.* none

VI. *Other Business.* none

VII. *Adjournment.* The meeting was adjourned at

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NOTICE OF UPCOMING COMMISSION MEETING AT A COMMUNITY LOCATION

89

10/98

The June regular meeting

[on June 10]

of the Commission will be held in the

Chinatown community of San Francisco.

Notice of the agenda and specific location will be sent to you once it is finalized.

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Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY MEETING

at Jean Parker Elementary School
840 Broadway (@ Powell St.)
San Francisco, Ca 94133
5:30 PM, Wednesday, June 10, 1998

AGENDA

I. Roll Call
II. Review of May 13, 1998 meeting minutes
III. Chief Probation Officer's Report
    a. update on Dept. stats (detention, etc.)
    b. Budget process status
    c. Parenting Program

IV. Discussion/Action Items:
    A. Discussion of report by Davis Ja and Associates on the Intensive Home Based Supervision programs.
    B. Commission priorities for fiscal year 1998-99.
    C. Public testimony regarding community concerns in the area of juvenile crime, delinquency, and support services/programs for at risk youth.

The testimony portion of this meeting may be taken out of order, depending on the number of the public wishing to make comments. The Commission is interested in giving the greatest opportunity to the community to raise issues before it at this meeting.

V. Public Comments.
VI. Other Business.
VII. Adjournment.

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by June 8. Please call the office to make arrangements.)

June 3, 1998

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF THE JUNE 10, 1998 REGULAR MONTHLY MEETING

I. *Roll Call*
The meeting was called to order at 5:36pm. Comms. Shimko, Aramburo, Julian, Chuck were present. Comm. Hale arrived at 5:45pm. Comm. Jackson-Drake was excused.

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II. *Review of May 13, 1998 meeting minutes*
The minutes were approved as written.

III. *Chief Probation Officer's Report*
a. update on Dept. stats (detention, etc.) b. Budget process status c. Parenting Program

Chief Williams reviewed stats in the monthly report: p1 in custody: 34% of detainees in May were committed to out of home placement. Some of them were held the longest in JH. p2 LCR avg 45 daily pop. JH was 126 avg daily pop. p.5, LCR is at about the same level of the previous year. p.6, commitments to CYA: this year is less than last year. p. 11, there were 20 grievances filed in JH. significant numbers from B5. some due to the movement of youth from b3 to b5. p.21, 8.3% of JH pop. were held over 30 days, making up about 50% of the total days of care of all youth held. Some of these youth are placement problems. B. Wertz is currently looking for hiring an "expediter" for these hard cases to maximize the possibility of moving the youth out quickly. Question: is the problem of placement due to inappropriate placement choices? It is due to the lack of available/appropriate placement options. There still needs to be a system of continuous care which might take care of these cases, short of referrals to out of home placements, but also there needs to be a system of "wrap around" care where there is supplemental services/programs provided even after placement is made. One of those services needed is mental health. Chief is talking with Sai Ling Chan of the Community Mental Health division to provide this. p.23, shows a utilization level of 86% for IHBS programs. Comm. Arámburo asked if there was training being given to contractors. Yes. Chief mentioned the discussion regarding a resource room where providers could come and make information available to POs on a periodic and consistent basis so POs could know of the resources out in the community. Chief remarked that Police reports show a 23% reduction in juvenile arrests over the past year. Comm. Arámburo asked what the potential of re allocating resources from LCR to other activities. Within labor/civil service provisions/restrictions, the Dept could look at some re positioning. Comm. Julian asked how many youths filed grievances (not available at the mtg). What are miscellaneous grievance? Generally non title 15 (violations of juvenile's rights under CYA). Comm. Shimko asked when the Dept reports would begin to consistently reach the Commission within time deadlines. By the August meeting.

Sandy Brown Richardson reported: the Mayor's office submitted to the Bd of Supervisors his budget. Within the Dept's approved budget is a $3.6 mil increase (of which $3.1 is TANF). This results in only about $550K above the current year's budget. She's preparing a summary of this for the Commission. Comm. Shimko asked for an itemization of those new things that were approved and not approved.

Parenting Program: Bob Wertz announced that Ed Vasgerdsian has retired and left the program. Gloria Mendez will continue it and work with the Dept to plan its future. The Volunteer Auxiliary is still supporting it and may expand the funds. G. Mendez stated that she has identified a Chinese speaking person to run a group for that population. Question: what's the population of the current group. Avg of 9-12 new parents attend each month. At YGC it has been lower (about 2-3). Chief Williams said that they may be including stats for the Parenting Program in the monthly Dept. stats. Comm. Hale suggested connecting with groups that have an African American cultural perspective on parenting. Quest: what is the main issue for parents? Communication between parents and their kids. The group also introduces parents to how the system works. There is a grad. student who wanted to look at the program and do an evaluation of it. C. Bell mentioned that Davis Ja will also be looking at the program and coming up with a protocol for a useful evaluation of the program's efficacy. Comm. Hale mentioned that the pedagogy needs to be looked at also.

Chaplaincy program: they are looking again for a candidate. They hope that by Sept. they will be able to start. Comm. Arámburo asked if there are parent orientations when their kids are placed in the system. No general one for all parents. How do parents get to the Parenting Program. Sometimes it's court ordered. Some get referred through DHS.

There is a parent support group at LCR.

Chief Williams commented that the Dept is in the process of hiring for many vacancies. This should be completed within the next two weeks.

Public Comment:

Ed Vasgerdsian clarified that he has not yet retired. He also said that LCR did not have a parenting program per se. It had a parent support group, which is not the same thing. He went on to read from a prepared letter he passed out to the Commissioners.

Comm. Shimko acknowledged Mr. Vasgerdsian for his years of work in the Parents Program. The Commission declined to comment on issues raised in his letter. The City Attorney said that if the Commission wanted to talk about the issue in regards to contracting, it would be in their purview to do it publicly. If they wanted to talk about the personnel issue, it would be better served in closed session. Comm. Arámburo wanted to talk about other issues of the program: cultural competency curriculum, services to parents of serious offenders and those in the IHBS program, and level of funding/support the Dept is willing to put to it. Comm. Shimko added that she wanted the Dept to address the need for a consultant. Chief Williams briefly said he doesn't feel a consultant is necessary. He ended by saying that there are two separate issues: 1) whether the Dept should increase its funding to the Parenting Program and 2) whether it needs to contract for a consultant. He said that the second question should not be tied to any specific individual. The Commission agreed. Comm. Shimko again thanked Mr. Vasgerdsian for his years of dedicated service and expressed her hope that he would remain available to help it grow in the future. Comm. Hale said he believes the Dept has the expertise in-house to do what it needs for this program.

IV. *Discussion/Action Items:*

A. *Discussion of report by Davis Ja and Assoc. on the Intensive Home Based Supervision programs.*

Davis Ja introduced two colleagues: Abner Boles, who will be looking at the GIRL initiative, Eduardo Morales, who will be working on the Parenting Program. He also introduced two other staff who were part of this evaluation: Mary Jew and Louise Rebina.

Highlights of his presentation:

- the IHBS program is a system, with CBO, the Dept., the Community Programs Division, and other entities that interfaced with the IHBS.
- The IHBS is as effective if not more than other interventions, and a high level of client satisfaction.
- The inadequacy of records and information from almost all points made extracting conclusions extremely difficult.
- There needs to be clarification in the Dept as to its goals for this program.
- The changes in the Dept administration and lack of leadership in this program contributed to the low morale and inconsistency of performance within it.
- POs need regular supervision and staff development opportunities. Training is crucial.
- The Community Programs Division:
- They had not sufficiently communicated nor fulfilled their role in a coherent and systematic manner. This is partly due to the lack of resources in their divisional
- relationships between the Division, CBOs and POs have been marked by suspicion, and lack of respect.
- Reporting and documentation needs to be standardized.
- The funding levels make these programs weak.
- The staffing for this program varied widely in quality in the CBOs.
- There was a lack of reasonable structures because of lack of leadership.
- There were unclear expectations on all partners.

- The regimented requirements laid down in the Dept. RFP did not reflect individual needs of clients, so CBOs veered from the set "rules" and individualized on their own.
- There cannot be enough said about fixing the MIS part, for this and all other services.

Sample breakdown of enrollments over 2 yrs.

- 85% males, 10% females
- 44% African American, 20+% API, 9% Latino, and missing data.

Dr. Ja recounted the extreme difficulty in collecting, extracting, analyzing data. He referred to specific pages in the full report (for a fuller capitulation of stats, available from the Juvenile Probation Dept).

- Results seem to imply that the IHBS program led to better outcomes than the Serious Offender Program. It was not possible to attribute this to specific available programs in IHBS and not in SOP... there was no data to be matched.
- There needs to be a specific assay of appropriate services which best meet the needs of specific profiles, not just the idea that the more services the better. This needs to replace the cookie cutter format of the program now in place. Prescriptive, not proscriptive.
- Longer time in the program (more than 6 mos) led to much better results, both relations and perceptions.

Chief Williams projected maybe the utilization of the ProDesk system of data collection, sometime the end of this year or early next.

- concept of capitated costs per client served, rather than a blanket contract, allowing for the CBO to do whatever it needs to do to get things done.
- future inspections of the program need to be longitudinal and prospective.

B. Commission priorities for fiscal year 1998-99.

Comm. Shimko read the list of priorities as she had drafted them.

1) advocate for full funding at the juvenile probation Dept. for its operating and capital budgetary needs,

2) improve and expand services directed specifically to the unique needs of female juvenile offenders

3) insure quality and timely delivery of medical and mental health assessments, and service programs for youth in the juvenile justice system

4) continue to improve educational vocational and medical and mental health programs at log cabin ranch

5) explore moving the sf juvenile probation system toward a balanced and restorative justice model, and educate stake holders and general public about the potential for such a model to reduce recidivism while addressing victims needs

6) address the over representation of minority populations among youthful offenders.

7) support and participate in the strategic planning process for the juvenile probation dept.

8) explore funding and facility options for a new Youth Guidance Center to replace the current aging and programmatically deficient building.

There was a short discussion about whether any or all of these items should be prioritized. It was suggested to add YGC to number 4. It was moved to defer further discussion on this list to the next meeting. It was passed 5-0.

C. Public testimony regarding community concerns in the area of juvenile crime, delinquency, and support services/programs for at- risk youth.

Officer Phil Wong, from the special investigations unit of the Gang Task Force. His specialty is on Asian gangs in the SF/Bay Area. He did a concise synopsis of the history and situation of those gangs. A few highlights:

- Asian gangs have been around since the early 1920s, during the time of the Tong Wars.
- In the 60s and 70s there were two principal rival gangs which caused about 50 homicides.
- In the early 90s, the Hong Kong Triads set up operations and practically controlled such activity for about 4 years. With Federal help, 19 indictments were filed, which put some of the air out of their operations.

- The gangs now are very mobile. A large part of their crimes is residential robberies and extortion.
- There is a rising number of Asians in jails now. And many more younger kids (as young as 10 yrs old) becoming involved.
- The Jackson St. Boys, a derivative of the old Wah Chings, is now a major "player" on the scene. They have extended their territory to L.A., Seattle, Portland, Denver, New York.
  Eg. One of those responsible for the shoot up on Stockton St. in 1995, moved up to Seattle and helped to set up a "branch" of the gang there.
- Still a great fear from victims, so lack of reporting and witnessing (fear of retaliation)
- Programs:
- A major concern from Parks and Rec to get some of the gangs out of their parks.
- There needs to be more mentor programs, ,parenting programs. Whatever ways that can be found to keep kids out of such gangs is what is needed.
  Eg: They have a SFPD Lion Dance Troupe, which does many community events, and can be used to interact with young people.
- Comm. Shimko asked what the impetus is for joining a gang. Economics mainly, and then the lack of home guidance because parents both work. The kids find peer support in that alternative social (family) group. Comm. Arámburo asked about the affect of community policing. Officer Wong thinks it's a good and positive thing to develop the communication and trust between police and public.
- Comm. Hale asked why there didn't seem to be many older Asians involved in the process of "mentoring" or some other aspect of working with delinquent Asian youth. Officer Wong said that many Asians forget where they came from, as they move up, believing more on the self help attitude.
-

V. Public Comments. none

VI. Other Business. none

VII. Adjournment. The meeting was adjourned at 8:25pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

ANNA C. SHIMKO, President
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DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR MONTHLY MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 PM, Wednesday, July 8, 1998

AGENDA

I. Roll Call
II. Review of June 10, 1998 meeting minutes
III. Chief Probation Officer's Report
  a. budget status
  b. update on Department statistics (detention, etc.)
  c. progress reports
  d. highlights
  e. employee recognition: Cheyenne Bell, Gary Moline, Toni Powell, Al Harper, Michael Jones, John Knox, Fred Collier

IV. Discussion/Action Items:
  A. Consideration of possible action on resolution to contract with California Youth Authority to provide diagnostic and treatment services and temporary detention for San Francisco juvenile wards, for a period not to exceed 90 days, at a rate of $3,300/month, per youth, for a total aggregate contract amount of $35,000.
  B. Consideration of possible action on resolution to contract with California Youth Authority to accept emergency custody of San Francisco juvenile wards, at a rate not to exceed $2,700/month, per youth, for a total aggregate contract amount of $10,000.
  C. Commission priorities for fiscal year 1998-99.
  D. Update on Truancy Project with the SF Unified School District
V. Public Comment.
VI. Unfinished Business.
VII. Adjournment.

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by July 6. Please call the office to make arrangements.)

July 1, 1998

Sound enhancement system provided with advance notice. Accessible parking available behind YGC Administration Building Accessible seating for persons with disabilities. American sign language interpreters available upon request with advance notice. Meeting proceedings available in alternative formats. The closest accessible BART station is Glen Park to the 44 Muni Line. Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6075.

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code § 16.520-16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market St. #701, San Francisco, Ca 94102, (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

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JUVENILE PROBATION COMMISSION

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MINUTES OF JULY 8, 1998 MONTHLY MEETING

I. *Roll Call*

The meeting was called to order at 5:45pm. Comms. Shimko, Aramburo, Jackson-Drake, Julian were present. Comm. Hale arrived at 5:54pm and Comm. Chuck, at 6:40pm.

II. *Review of June 10, 1998 meeting minutes*

Comm. Julian pointed out pg3. 2nd to last paragraph. of A). beginning with "results seem to imply..." He offered "suggests, to replace "imply"..... the last bullet in the paragraph "..future inspections..." use "assessment or evaluation rather than inspection" "..need to..." "should be/will be longitudinal. In the discussion regarding the research.... there should be "caution about interpreting the results of the assessment. Note that this was a retrospective evaluation, and only one snapshot in time. A more definitive assessment would be a series of snapshots over time so a comparative can be made. There were no other corrections. With the corrections made by Comm. Julian, the minutes were adopted. Quest: the Overtime budget? still a problem. There is only about half of the amount of current OT amounts (approx. $600K), in the new budget. The actual OT will have to be brought down to that level.

III. *Chief Probation Officer's Report*

a. *budget status*

Sandy Brown Richardson reported that the City's budget will be given to the Board of Supervisors on July 13, and be voted on July 20. The position of transcriber was deleted by the final submission. The Department will want a meeting with the Commission Finance Committee to go over the details of the final budget. A full presentation will be given to the public at the next full Commission meeting.

Chief Williams acknowledged the support given by the Commission in the budget process. He noted 3 community people who testified at the Bd of Supervisors' mtg on the budget (Rev. Tim Dupre, Kent Eagleson, Karen Patterson Matthews)

aside: the Dept will be reporting to the Commission in upcoming meetings an ongoing comparison of budgeted amounts and actual spending trends, as well as Department. vacancies.

b. *update on Department statistics (detention, etc.)*

Chief Williams offered to get the Dept. reports to the Commission by the deadline requested, beginning with the August meeting.

On pg 3, Juvenile Hall admitted 293 in June. avg population was 125... generally lower than before. It was 134 today, with 38 girls. Police did a special "round up" of particular youth. leading to a rise in admissions. pg. 5, Log Cabin Ranch admitted 4, avg pop. 41. Over the last 3 yrs, population has gone down. He mentioned a former PO doing special work on getting probationers out of the hall and some more into Log Cabin Ranch. The avg. pop. in Juvenile Hall continues to be below the capacity and less than surrounding counties' populations. Comm. Hale asked if there are figures for SF juveniles detained in other county facilities. Chief Williams will look into that. pg 20, length of stay in Juvenile Hall. There are a number of youth held more than 30 days. p22.. Intensive Home Based Supervision is at 95% capacity. Arrest report by police, for May, shows a drop of 21% compared to a year ago, that month. Comm. Julian asked about an incident at Log Cabin Ranch. Johnny Miller said the incident was investigated and the conclusion was that there were conflicting claims as to what occurred between the batterers and the victim. No grounds were found to pursue any legal actions against any individual. The case was considered mutual combat, and closed. Quest: are youth required to attend conflict management sessions as a result? yes.

c. *progress reports*
Chief Williams reported that they are near a decision on the chaplain, and hope to present their choice at the August Commission mtg.
Action plan: the Coordinating Council is now setting priorities for the action plan. They hope to have a finalized Departmental fiscal '98-'99 action plan by the end of July.
Met with Youth Law Center regarding pending litigation. Hope to have this settled by Oct. 1.
Staffing analysis: begun. A report of Juvenile Hall staffing pattern should be ready by Oct. 1.
A benefactor has committed $22,000 for scholarships for 22 youth in probation. The money will go to their schooling. The Department will try to organize a reception where the benefactors and recipients can meet.

d. *highlights*
Held a providers' meeting June 26th at Ella Hill Hutch Center.
June 29th was the first meeting of the Coordinating Council for the TANF funds. Next meeting of it will be July 24, and then a final plan will be presented July 30.
Lt. Phil Tutz (Sheriff's Dept) is continuing investigations and hearings.
Sandy Clayborn will be holding users group meetings regarding the MIS being implemented.
The 11 youth now at the Arizona Boys Ranch will be returned to SF and replaced elsewhere. Quest: why weren't people aware of the historically grievous nature of treatment at Arizona Boys Ranch if this was found in the investigation? Ans: other than SF, no other county kept track of what was going on there. Even SF kids didn't indicate any fears of being mistreated there.

e. *employee recognition:* Chief Williams announced that Bob Wertz has been appointed to permanent Director of Probation Services. *Cheyenne Bell, Gary Moline, Toni Powell,* were all honored for their work with Girls and Boys Against Gangs (From Gangs to College program). *Al Harper, Michael Jones,* for their work with one young teen (Chief Williams read from a letter of thanks from the youth's parent), *John Knox,* for recognition given to him in a recent article in the Metro Reporter. *Fred Collier* was acknowledged for his work with one probationer, who attributed his success to Mr. Collier's support. Comm. Hale suggested having a recognition board/space which allows such recognition to be displayed for public inspection.

IV. *Discussion/Action Items:*

A. *Consideration of possible action on resolution to contract with California Youth Authority to provide diagnostic and treatment services and temporary detention for San Francisco juvenile wards, for a period not to exceed 90 days, at a rate of $3,300/month, per youth, for a total aggregate contract amount of $35,000.*
There was a short discussion of how this has been used in the past. It is something which the court uses to send a youth for evaluation for appropriateness of CYA referral. It has not historically resulted in recommendations for such referral.
Comm. Chuck moved to approve the contract. Comm. Julian seconded. **The vote was 6-0 in favor.**

B. *Consideration of possible action on resolution to contract with California Youth Authority to accept emergency custody of San Francisco juvenile wards, at a rate*

not to exceed $2,700/month, per youth, for a total aggregate contract amount of $10,000.
Comm. Julian moved to approve the contract. Comm. Jackson-Drake seconded. **The vote was 6-0 in favor.**

C. *Commission priorities for fiscal year 1998-99.*
Comm. Hale moved to set priority #2 (re: girls' services) as the #1 priority. Comm. Arámburo seconded. **The vote was 6-0 in favor.**

D. *Update on Truancy Project with the SF Unified School District*
Chief Williams reported that the Dept. has begun sharing information re: youth with the SFUSD to allow them to cross check their records and be able to track youth. They will be attempting to set up orientations with the SFUSD school site administrators and the Department's staff to be used in the project, come the Fall. Comm. Hale wanted to know why kids don't go to school. Various ideas came out of a community meeting he attended in the Bayview. Comm. Arámburo says that this question does trigger the PO's attention for the specific needs of each kid. And that they should make such information available to the school district.

V. *Public Comment.*
Al Harper, PO: assigned to McAteer. Commented that 1950 Mission St. is chaotic.. and many of the independent schools do not keep accurate records of students' attendance.
Chief Williams offered to put these concerns into the 1998 action plan.
Fred Collier, PO, also echoed the deficiencies at 1950 Mission St., the Community Day school for the district. There are drug dealers/users within eye shot of the yard. It is not a safe, positive place.
Quest: how long before the kid is able to be transferred from the school. A minimum of one semester, and now a minimum grade point. Quest: where do Log Cabin Ranch graduates go? To various schools, including 1950 Mission St.
Michael Jones PO, assigned to 1950 Mission St. and agrees totally about the situation at that school and how it needs to be changed. Students sleep, watch TV.

VI. *Unfinished Business.*
Comm. Julian reported on a meeting of the design/detail team for the Local Action Plan, on two elements: the early risk and resiliency, and safe corridor program. The CARC was highly touted in the report from Carol Kizziah (Delancey St.) but Comm. Julian said that there was an average of 1 client per day being seen by 6 staff people, and these are not serious offenders. The safe corridor project is a good idea, but the community survey done was a little sparse (309 respondents, 32% of them were professionals, only 5% Chicano). The meaning of the data has to be carefully looked at. The basic conclusion of their survey was that the majority of the respondents felt the Mission district was unsafe. This survey was very preliminary and rudimentary.
Comm. Hale reported that an identified minor was placed in a holding cell with adults down at the Hall of Justice. Chief Williams mentioned that there have been changes in the federal regulations regarding detainment of youth, but he did not have knowledge of the incident to be able to comment on it.

VII. *Adjournment.* The meeting was adjourned at 7:30pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

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Notice:

Regularly scheduled meetings for the Commission, on August 12th, have been postponed.

Exact dates and agendas will be posted at a later date.

Thank you.

(415) 753 7870 375 Woodside Ave. San Francisco, CA 94127 Fax (415) 753 7826

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DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR MONTHLY MEETING, and PERSONNEL COMMITTEE MEETING IN CLOSED SESSION
(pursuant to Gov. Code 54957, Public Employee Evaluation)

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
/98 5:30 PM, Thursday, August 27, 1998

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AGENDA

I. Roll Call
II. Review of July 8, 1998 meeting minutes
III. Chief Probation Officer's Report
  a. update on Department stats (detention, etc.)

IV. Discussion/Action Items:
  A. Consideration of, and possible action on Program Committee's recommendation to contract with the Crime and Justice Research Institute for implementation of an evaluation system.
  B. Consideration of, and possible action on Program Committee's recommendation to renew Intensive Home Based Supervision contract with Office of Samoan Affairs.
  C. Consideration of, and possible action on Program Committee's recommendation to approve FY 1998/9 TANF expenditure plan, and Request for Supplemental appropriation based on that plan.
  D. Consideration of, and possible action on Finance Committee's recommendation to approve Supplemental Budget Request to spend AB 1483 /TANF Ranch funds for Log Cabin Ranch.
  E. Department presentation of a general review of the approved fiscal '98-99 Department budget.

V. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
VI. Public comment on matters pertaining to the closed session.
VII. Convene in closed session pursuant to Government Code section 54957 and San Francisco Administrative Code Section 67.10(b):

  Public Employee Performance Evaluation:
  Position: Executive Secretary, Class 1549, Don Chan.

VIII. Reconvene in open session, and vote on whether to disclose any or all discussions held in closed session. (SF Administrative Code section 67.24(a).)
IX. Public Comment
X. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by August 24. Please call the office to make arrangements.)

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF AUGUST 27, 1998 SPECIAL COMMISSION MEETING

I. *Roll Call*

The meeting was called to order at 5:44 pm. Comms. Shimko, Julian, Aramburo, Hale, Jackson-Drake were present. Comm. Chuck was excused.

II. *Review of July 8, 1998 meeting minutes*

Comm. Jackson-Drake commented that the minutes should reflect in the discussion on 1950 Mission St. (SFUSD community school) that she asked Chief Williams to set up a meeting between this Dept and the SFUSD to examine the problems raised by the POs during public comments., and to report back to the Commission on their results. With this correction, the minutes were adopted.

III. *Chief Probation Officer's Report*

ACPO Gwen Tucker introduced Rita Semmel (spelling?) and Rev. Alan Jones of the Interfaith Council who in turn introduced Rev. Toni Dunbar, the new Dept. Chaplain. Ms. Stemmel commended the Commission (and especially, then President, Chuck Breyer) for the continued attention paid by the Commission in seeing this through to fruition. Rev. Dunbar is a minister in the United Church of Christ. Rev. Dunbar said that this program is an innovative one because it seeks to involve the community in a wide way from the very beginning, and she is very excited about making this a successful venture. Comm. Jackson-Drake thanked Ms. Semmel and Rev. Alan Jones for working on this project, and particularly Mr. Alan Jones, who kept the pressure and attention on the process. Comm. Shimko echoed Comm. Jackson-Drake's feelings about Alan Jones's role in this whole project.

ACPO Gwen Tucker reported that there are still 19 PO vacancies. They have hired and trained 3 recently. POs are now given 3 weeks training before they are given assignments, so they are better prepared to hit the ground running. There will be 3 more trained on Sept. 8. There are 3 vacancies in administration. In Juvenile Hall there are 4 vacancies. 2 at LCR. There is a total of 29 openings. Postings for Assistant Director of Juvenile Hall, and LCR are out. And there is a provisonal hire announcement out for the PO s. She reported that the Dept has already arranged to have a meeting with the SFUSD regarding 1950 Mission. She'll report on that after it has taken place. The lead abatement painting of YGC will start Sept 8, with the W buildings begun in Oct. The interiors of YGC should be started in Oct. also.

Educational scholarships mentioned at the last meeting are committed, but the check hasn't been received yet. The recipients were chosen via a screening of essays they wrote. Unfortunately there isn't time to organize a large public event around this, but if there happens to be a "second round" of scholarships, they may be able to do so.

There will be a Board of Corrections inspection of the facilities in Oct.

Last night was an Open House for the Focus Program and its new students. There were 18-20 parents and guardians who also came. The Focus Program will be trying to form a parents support group for the class. The Dept just received a $25,000 check for the Horticulture program at LCR from the YGCIC.

AB2594 (repeat offender prevention project) has been passed and a portion of its allocations will come to SF. This will be by formula and not competitive bid by counties.

Key Control: the policy and procedures are not complete yet. Sept. 1 is a projected date. The Dept. Action Plan for 98-99: it will reflect the Mission statement and the 9 goals and objectives selected by the Dept.. Each Division Manager and line Supervisor has been asked to respond as to how they think each can be reached. More longterm actions will be incorporated into a three to five year plan. Comm. Shimko asked if these goals and objectives were the same ones as the Commission adopted in their retreat. They include those. Comm. Shimko asked for copies of these.

Comm. Jackson-Drake asked about the grievances at LCR. Johnny Miller said they were related to a classroom situation where a teacher wrote a negative report about the students. The others were in reaction to negative reports by counselors. When there is a grievance against a teacher, Miller looks into it and sends it along to the Principal to deal with.

ACPO Gwen Tucker said that the outstanding grienvances at Juvenile Hall are due to the Ombudsman contract was not in place. His position is being paid for by the Mayor's office. Quest: what are the extents of injuries for the incidents reported at Juvenile Hall. There are various levels. For fights, generally they don't result in a youth needing serious medical attention. For assaults when one youth attacks another, there are times when medical assistance is called for. There was one where medical was called. Quest: suicide incidents. The ones reported were not actual gestures, and so were not characterized as such. There were no suicide case conferences held on these. Comm. Hale asked that each report be specifically identified as one or another (attempt, gesture, ideation) so that there could be some assessment of trends done. What kind of contraband was involved in the reported incidents: one was suspected cocaine, another was a knife. Quest: are the suicide reports reflective of unduplicated youth or multiple incidents with the same youth, or both. Different individuals. Quest: why the substantial decrease in referrals to LCR: the profiles don't fit for referral. There is also a noticeable drop off in numbers in private placement. Comm. Hale asked to have definitive answers for why the referrals are down for LCR. Johnny Miller said that there haven't been that many kids coming through the MDT screening that fit the profile that is appropriate for LCR.

Comm. Aràmburo asked John Kennedy if it would be possible to set up a special scholarship fund for youth in the Dept..

LaRita Hall said that she had copies of the essays written by the recipients. Comm. Shimko asked to have copies sent to the Commission for their purview.

Bob Wertz came up to pay recognition to 3 POs for their diligence in getting the youth placed at Arizona Boys Ranch back into the system and an alternate program. John Aicega, Dennis Fuata, and Larry Gardner were all named. Wertz read the letter from Gary Moline, their supervisor, which laid out the nature of the work being commended.

ACPO Gwen Tucker introduced Mr George Hubbard, a recently retired staff from Youth Guidance Center's kitchen, and read a proclamation from the Mayor, declaring August 20, 1998 as George Hubbard day in San Francisco. Janet Medina also presented a plaque to Mr. Hubbard from the Dept. Mr. Hubbard has been serving the City for 32 years. He spoke highly of the City and fondly of his experiences in the Dept.

Comm. Hale asked to have more specific demographics about girls in the system. Chief Tucker said they didn't have detailed facts about this. Comm. Aràmburo mentioned that in a recent tour with young lawyers, in the Dept, she was struck that there are two units for girls now where there used to be only one. She suggested the Dept begin to plan a conference regarding the issues of girls in the system, for sometime this year (Nov?) . Tucker said the Dept hasn't the capacity to do this research at this time. They need new staff to do it.

Comm. Hale mentioned further that 70% of the youth detained in the hall are released within 10 days. Why then are they held even that long? Tucker said that it is difficult to find placements. California is now not allowing out of state placements (they are not paying for such placements anymore).. Bob Wertz . Bob Wertz stated that most of those 70% are released within 72 hrs so there really isn't that long a delay involved.

The following items were taken out of order.

IV. *Discussion/Action Items:*

A. *Consideration of, and possible action on, Program Committee's recommendation to contract with the Crime and Justice Research Institute for implementation of an evaluation system.*

Comm. Shimko corrected this. The contract will be with the American Justice Institute.

ACPO Gwen Tucker referred to samples of reports done by ProDes (the program being contracted for). The evaluation system looks at the programs and youth referred to them, at the initial intake point, at the completion point, and then at a 6 mos.point after completion to see impact. Input is gotten from all participants (the program provider, the youth) and resultant reports should give a good idea of how well things are working and what needs to be changed.

Comm. Hale expressed his desire to have background information on such programs, far enough in advance to be able to review and understand it before an action is taken. He also cautioned that such programs have their limits and that the stats they compile are not the final word on the question. He wanted to see more input and participation from the community in coming to terms with what should be gathered and how it should be analyzed. Comm. Aràmburo believes that the outcomes revealed by this evaluation process will help in the Dept's strategic planning for the next 5 yrs. John Kennedy (Deputy City Attorney) was asked about the issue of sole sourcing contracts. He spoke off mike and was not picked up. One statement made was that the Commission's approval is the last step, even after processing through the City. Comm. Jackson-Drake raised a strong opposition to getting materials regarding a matter of both fiscal and programmatic importance in such a short time before action had to be taken, as well as learning that it hadn't yet gotten through the city process. Comm. Shimko asked if the matter was put over to the next Commission meeting, could Sandy Brown Richardson work with the City Attorney's office to expedite the matter. Yes. Comm. Hale asked that CBOs be communicated with regarding this upcoming contract so they will cooperate with it. Comm. Aràmburo reminded them that the Coordinating Council, comprised of some CBOs, has been discussing this issue and so they are aware of what it will do.

ACPO Gwen Tucker commented that the proposed contractor hasn't yet seen this contract, that they could not be contacted until the Dept was sure it could offer them the contract. So the materials regarding the ProDes system were only given to the Dept a few days before they were given to the Commissioners.

Comm. Hale asked to see a list of other programs who are familiar with ProDes and think it is beneficial.

B. *Consideration of, and possible action on, Program Committee's recommendation to renew Intensive Home Based Supervision contract with Office of Samoan Affairs.*

Comm. Aràmburo reported that the Program Committee had heard from the Dept's Community Programs division, which feels that the organization has fulfilled the stipulations placed on it by the Dept, and that it can comply with the new contract requirements. Given this, the Program Committee recommended accepting the Dept's recommendations. There was no further discussion.. Comm. Hale moved to approve, and Comm. Julian seconded. **The question was called. The motion passed unanimously.**

C. *Consideration of, and possible action on, Program Committee's recommendation to approve FY 1998/9 TANF expenditure plan, and Request for Supplemental appropriation based on that plan.*

Comm. Aràmburo reported that the Program Committee heard the presentation of this plan, which was already approved unanimously by the Coordinating Council, and was in agreement with the flexibility written into its funding levels. Formerly a set amount was allocated to each program area. Now it is left more general, to allow for proposal of multiple service areas. It recommends the adoption of the plan. Comm. Hale asked if there was any specific mention or target for child sexual abuse services. No.

While there is no specific program area for this issue, Tucker did refer to a line item in the plan ($100,000) which was unspecified and could be applied to this. Comm. Shimko did say that certainly language could be included in the preparation of the RFP to alert proposers that this is a desired program activity. Comm. Hale once again emphasized that this is of utmost importance in light of the priority placed on issues facing girls in the system. There was no further discussion, or public comment. Comm. Hale moved to approve and Comm. Julian seconded. **The question was called. It passed unanimously.**

D. *Consideration of, and possible action on, Finance Committee's recommendation to approve Supplemental Budget Request to spend AB 1483 /TANF Ranch funds for Log Cabin Ranch.*

Comm. Julian reported that this item was reviewed in detail by the Finance Committee, which felt that it was very clearly presented and without ambiguity. Comm. Shimko mentioned that this was actually an item which was previously acted on but got lost at the Mayor's office, so is needing resubmission. Brown-Richardson said that this was essentially the same request as before, with the addition of clerical support for the Director of LCR. There was no further discussion. Comm. Jackson-Drake moved to accept the recommendation, it was seconded.

There was a question from the floor regarding the source of funds (AB 1483/TANF).

Comm. Hale asked about the I-Rise program's proposal to do landscaping services for LCR. Miller said that the proposal was not in adequate form to accept. They will be resubmitting at a later time.

The question was called, and passed unanimously.

E. *Department presentation of a general review of the approved fiscal '98-99 Department budget.*

Sandy Brown-Richardson mentioned that the suggestion by Comm. Julian to footnote specific line items in the budget was taken up and the final document does reflect this. Quest: will there be periodic budget updates? Yes, most likely at each Commission meeting.

V. *Public comment on matters pertaining to the closed session.*

Comm. Julian requested to move item VI to the next Commission meeting. This was approved by all parties.

VI. *Closed session pursuant to Government Code section 54957 and San Francisco Administrative Code Section 67.10(b):*

Public Employee Performance Evaluation:
Position: Executive Secretary, Class 1549, Don Chan.

VII. *Reconvene in open session, and elect whether to disclose any or all discussions held in closed session. (SF Administrative Code section 67.24(a).)*

VIII. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*

There was a statement from the floor from a representative of Coleman Advocates, who was still miffed that they did not get timely notice of the Coordinating Council meetings. LaRita Hall assured him that if their names appeared on a public sign in sheet, that she will make sure they get notices. Comm. Hale cautioned that there should be no appearance of impropriety arising from any prior relationship, in contracting matters.

IX. *Adjournment*

The meeting was adjourned at 7:52 pm.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MONTHLY MEETING,

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 PM, Wednesday, Sept. 9, 1998

Faxtops 1st, posted 9/4/98

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AGENDA

I. Roll Call
II. Review of August 27, 1998 meeting minutes
III. Chief Probation Officer's Report
a. update on Department stats (detention, etc.)

IV. Discussion/Action Items:
- A. Consideration of, and possible action on, Program Committee's recommendation for the Department to enter into negotiations with the American Justice Institute for a sole source contract for implementation of an evaluation system (ProDes).
- B. Resolution to accept and expend a gift of $22,000 from Ms. Karen Fireman, to be used as scholarships for youth.

V. Public comment on matters pertaining to the closed session.
VI. Closed session pursuant to Government Code section 54957 and San Francisco Administrative Code Section 67.10(b):

Public Employee Performance Evaluation:
Position: Executive Secretary, Class 1549, Don Chan.

VII. Reconvene in open session, and elect whether to disclose any or all discussions held in closed session. (SF Administrative Code section 67.24(a).)
VIII. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
IX. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Sept. 8th. Please call the office to make arrangements.)

Sept. 3, 1998

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF SEPT. 9, 1998 REGULAR MONTHLY MEETING

I. *Roll Call*

The meeting was called to order at 6:01 pm.

II. *Review of August 27, 1998 meeting minutes*

Comm. Jackson-Drake commented that Rita Semel's name should be spelled with a single "m". With that correction, the minutes were accepted.

III. *Chief Probation Officer's Report*

a.update on Department stats (detention, etc.)

Chief Williams stated that the contract for Aftercare was let out with a potential renewal to total three years, contingent upon successful completion of each year's activities. In reference to legal services for youth in LCR, mentioned in the Program Committee meeting, he said that the plan to provide such services to youth in juvenile hall (under TANF funding) can be explored for the ranch also.

On the budget: plans for monthly meetings between the Mayor's budget analyst and the Dept. have been agreed to.

The Chief is bringing a representative from the ACA to talk about the accreditation process, at the next Executive Team meeting.. A rep from the SEIU should also be there.

Hiring: 4 new POs have been hired, all from juvenile hall. 3 are bilingual (Samoan, Cantonese, Nigerian)

He mentioned the potential for funds from the Federal Juvenile Accountability Block Grant program passed in 1997-8 congressional year. SF may get something of the level of $300,000. They will learn more at a meeting in Sacramento on the 23rd. He mentioned the Repeat Offenders Prevention grant that ACPO Tucker mentioned at the August meeting, but did not have an idea as to the level of funding. He highlighted a few stats contained in the monthly report (a full copy is available from the JPC office). Quest: about the suicide attempt? A youth swallowed a bottle of medicine. He was taken to the hospital.

Quest: was there only one grievance in August? The Ombudsman was not on contract at the time, so no work was done on the grievances. It should be resolved soon.

IV. *Discussion/Action Items:*

A. *Consideration of, and possible action on, Program Committee's recommendation for the Department to enter into negotiations with the American Justice Institute for a sole source contract for implementation of an evaluation system (ProDes).*

Chief Williams said that this item is only for permission to begin to discuss with the AJI entering into a contract for an evaluation system. Afterward, the Dept. would come back to the Commission with details of the contract, for their approval. He also mentioned that the Dept. will be examining the overall contracting process to make necessary and desirable adjustments so that all future contracting needs will be facilitated by more efficient and proper practices. These changes will be brought before the Commission for their review also. Comm. Hale said that it should be very clear that it is a new day and the Dept will not accept non performing programs anymore. He raised the concern that stats drawn from the evaluation process may be used to track kids into certain types of programs by automation and not be dealt with individually. Chief Williams assured him that such actions will not happen. Comm. Hale moved to approve the Dept beginning the negotiations, and Comm. Aràmburo seconded. There was no public comment. The **question was called and passed 5-0.**

B. *Resolution to accept and expend a gift of $22,000 from Ms. Karen Fireman, to be used as scholarships for youth.*

This was an item from the last Commission meeting, but a formal resolution was needed in order to accept and expend the funds. Approval by the Bd of Supes is also needed. Chief Williams reported that the Dept. is in possession of the check. Cheyenne Bell briefly reviewed the process of selection and referred to the youths' personal essays (copies given to the Commissioners).. Comm. Aràmburo moved to approve the resolution. Comm. Chuck seconded. There was no public comment. The question was called and passed 5-0.

V. *Public comment on matters pertaining to the closed session.*
This item was amended to be item VIII, general public comments.
A representative from the Omega Boys Club (known affectionately as Coach) commended the Chief, the Commission and the Dept generally on the condition and atmosphere of the facilities. He said this is the best its been in a long time and he was appreciative of the work being done for the welfare of the youth.

VI. *Closed session pursuant to Government Code section 54957 and San Francisco Administrative Code Section 67.10(b):*

Public Employee Performance Evaluation:
Position: Executive Secretary, Class 1549, Don Chan.

The Commission convened in closed session at 6:45 pm.

VII. *Reconvene in open session, and elect whether to disclose any or all discussions held in closed session. (SF Administrative Code section 67.24(a).)*
The Commission reconvened at 8:06 pm. It was moved and seconded to not reveal the nature of the discussion held in closed session. The vote was 5-0 in favor.

VIII. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
None

IX. *Adjournment* The meeting was adjourned at 8:09 pm.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

89

25/98

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NOTICE OF SPECIAL COMMISION MEETING
IN CLOSED SESSION

pursuant to Gov. Code 54957, Public Employee Evaluation

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Youth Guidance Center Conference Room
375 WOODSIDE AVE, San Francisco
8:30 AM, Friday, Sept. 25, 1998

AGENDA

I. Roll call

II. Public comment on matters pertaining to the closed session.

III. Convene in closed session purusant to Government Code section 54957 and San Francisco Administrative Code Section 67.10(b):

Public Employee Performance Evaluation:
Position: Chief Probation Officer, Class 8418, Jesse Williams, Jr.

To set goals and objectives for the year.

IV. Reconvene in open session, and vote on whether to disclose any or all discussions held in closed session. (SF Administrative Code section 67.24(a).)

V. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

VI. Adjournment

Sept. 18, 1998

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JPC 753 7870 FX 753 7826

City and County of San Francisco
Juvenile Probation Commission

Due to a lack of a quorum, there will not be a Program Committee Meeting of the Commission on Oct. 14, as regularly scheduled. A later date will be announced.

NOTICE OF REGULAR MONTHLY MEETING

Fax Copy, 1st Posted 10/7/98

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Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 PM, Wednesday, October 14, 1998

AGENDA

I. Roll Call
II. Review of Sept. 9, 1998 meeting minutes
III. Chief Probation Officer's Report
    a. update on Department stats (detention, etc.)
IV. Discussion/Action Items:
    A. Consideration of, and possible action on a recommendation to renew a contract with Davis Ja and Associates to evaluate non Intensive-Home-Based-Supervision programs.

V. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
VI. Unfinished business
VII. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Oct. 13. Please call the office to make arrangements.)

Oct. 7, 1998

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF OCTOBER 14, 1998 REGULAR MONTHLY MEETING

1. *Roll call.* The meeting was called to order at 5:36 pm. Comms. Julian, Hale, Jackson-Drake, Chuck were present. Comm. Aramburo arrived soon thereafter.
2. *Review of Sept. 9, 1998 meeting minutes*
The Secretary acknowledged omitting the names of Commissioners present at the gavel. He will make that correction. With this amendment, the minutes were approved by vote of 3-0, with one abstention (Comm. Julian, absent from that meeting).
3. *Chief Probation Officer's Report*

a. update on Department stats (detention, etc.)

Chief Williams introduced Kathleen Kelly, President of the Volunteer Auxiliary of Youth Guidance Center. She gave a brief overview of the types of activities that the Auxiliary is involved in, and how it supports the Dept. Their activities directly benefit youth: eg. they have provided clothing, tatoo removal, payment for clinics and instruction, special events for the youth in the Dept., college tuition and other financial support. She reported that they recently met with Comm. Arámburo and was asked to consider setting up a special college fund to receive donations for assisting youth who want to go to college. For a brief but thorough summary of the Auxiliary, they have prepared a one page data sheet that is available to the general public. The Commission thanked her for her work and stated their appreciation and acknowledgment for the work of the Auxiliary since its inception in 1950.

Sandy Brown-Richardson reported that the Dept is planning to hold 2 public meetings on the proposed budget.

The ProDesk contract. She reported that the Dept. has received approval to do a sole source contract with the American Justice Institute to perform this activity. The final sign off to that contract will be brought to the Commission at their next meeting.

Chief Williams reported that the Dept is delinquent in their payment to providers. The fault is in the Dept but it will be remedied and not repeated. Comm. Jackson-Drake expressed her concern that non profit providers are not being compensated in a timely manner.

Chief Williams reviewed some statistics contained in the monthly report. A full report can be gotten from the Dept. highlights: LCR enrollments are down (in the 30s).. Juvenile Hall population is also below the max.

He reported that he will be going to Sacramento to get more information about the Repeat Offender Prevention grant program, and how much SF may be receiving. Chief Williams concluded with some commendations to: PO Darlene Bowdin, Michael Johnson, and a list of people who were acknowledged for their work in the new orientation/training process for POs.

Quest: when will the W buildings be painted. Comm. Hale reported that there was a definite start date for the painting of the YGC interior, but not yet for the W-buildings.

Comm. Arámburo asked the Chief, in light of the recent killing of a youth in the Mission district (one who had successfully come out of this system), to look into anti gang violence programs nationwide to see what makes for a successful strategy that this Dept might be able to incorporate into its approach.

4. *Discussion/Action Items:*

A. Consideration of, and possible action on, Program Committee recommendation to renewa contract with Davis Ja and Associates to evaluate non Intensive-Home-Based-Supervision program

Comm. Arámburo explained that this was a second phase contract to do evaluations on the community based programs that were not done as a part of their last evaluation contract. She moved that this contract be approved. It was seconded. Comm. Chuck asked how the workplan compared between the first one and this one. This time they will be reviewing the MIS/reporting systems of the programs, the goals and objectives of their programs, do qualitative evaluations (consumer satisfaction), try to do a cost analysis, and hopefully make recommendations for how the contractors can set up internal evaluation processes for future years. There was no public comment. **The question was called and by voice vote, the motion passed 5-0.**

5. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*

   Rich Perino, VP of the DPOA. Commented that there appears to be a systematic attempt in the Dept. to undermine the employee organization. He alleged that a certain PO was being framed for something she isn't responsible for.

   Micheal Fuller presented a petition in support of PO Sarah Schumann. He said that the progress being made between the DPOA and the Dept was being endangered by the action against PO Schumann. He requested the Commission hold a closed session to discuss this matter and to help resolve it. Comm. Arámburo thanked Mr. Fuller for bringing this issue to the attention of the Commission. Comm. Julian said that this would be taken under advisement. Chief Williams made a rebuttal to the points he understood to be made by the DPOA. Comm. Arámburo commented that there is a need to clear up what she feels is a misunderstanding, and expressed her hope that the Dept could resolve this in the best manner possible, without the need for discipline. She also asked the Dept to look into this issue to see if there are policy questions that need resolving. There was a short exchange regarding the basis of this issue.

   Aimee Exnicios, PO, said that one of the central problems which gave rise to this issue is that there is no clear chain of command, which if followed, could have solved the problem in the eary stages.

   Lothar Eiserloh, Pres. of DPOA, commented that the petition in support of Sarah Schumann was the result of the spontaneous actions of individual POs, and not a planned activity of the DPOA. He also said that the characterization of the DPOA as being dissatisfied with not being a part of the planning of the Local Action Plan and so is now doing things to oppose it, is totally wrong. Instead, the DPOA is against the glaring lack of organization and protocol for many of the programs under the LAP (eg. the Safe Corridor).

   Comm. Arámburo recommended that further communication between the DPOA and the Dept. proceed through counsel.

   It was decided to schedule a closed session whereby the Commission can consult with their counsel regarding the status of the labor negotiations, and the specific personnel issue presented at this meeting.

6. *Unfinished business* none
7. *Adjournment* The meeting was adjourned at 7:01 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

ANNA C. SHIMKO, President
JOSEPH JULIAN, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner

NOTICE OF SPECIAL CLOSED COMMISSION MEETING

pursuant to Government Code § 54957.6(a), and SF Admin Code § 67.12

8:00 AM, Wednesday, October 28, 1998
Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

Fax Copy 1st Posted 10/22/98

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AGENDA

1. Roll Call
2. Public Comment on the closed agenda item.
3. **Convene in closed session, pursuant to Government Code § 54957.6(a), and SF Admin Code § 67.12, for the purpose of meeting and conferring with the Cityís designated representatives regarding negotiations with the Deputy Probation Officers'Association.**
4. Reconvene in open session, vote on whether or not to disclose nature of discussion in closed session.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Oct. 26. Please call the office to make arrangements.)

Oct. 22, 1998

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2/9

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MONTHLY MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 PM, Thursday, November 12, 1998

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2/98

AGENDA

1. Roll Call
2. Review of Oct. 14, 1998 meeting minutes
3. Chief Probation Officer's Report
   update on Department stats (detention, etc.)
4. Discussion/Action Items:
   a. Consideration of, and possible action on, Program Committee recommendation to renew a contract with SLUG for aftercare activities.
   b. Discussion on the Department and Commission response to the most recent Civil Grand Jury request for update on remedying of concerns, outlined in their August 20, 1998 memorandum to Chief Williams.
   c. Choice of community to hold December Commission meetings.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Nov. 9. Please call the office to make arrangements.)

No. 4, 1998

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF NOV. 12, 1998 MONTHLY MEETING

1. *Roll Call*
   The meeting was called to order at 6:25 pm. All commissioners were present at the gavel.
2. *Review of Oct. 14, 1998 meeting minutes*
   Comm. Hale commented that a lengthy exchange in the public comment section of the last commission meeting had not been recorded in the minutes and he felt that it should have been. The secretary offered to do a full transcript of the comments if the commission so desired. It was decided to do a transcription, to be reviewed by Comms. Julian and Hale, and then to edit it to a reasonable length for inclusion in the minutes. Action on the Oct. 14 minutes will be tabled until this is done, and taken up at the Dec. commission meeting.
3. *Chief Probation Officer's Report: update on Department stats (detention, etc.)*
   Comm. Shimko reviewed that the Commission met in closed session to get an update on the Personnel matter that came up at the last commission meeting, and voted not to disclose the content of that discussion. She also announced that Rev. Timothy Dupré has been appointed to fill the vacancy left by Judge Breyer, and will be taking his oath on the 18th.
   Chief Williams commented that Comm. Arámburo's request for the Dept to look into national gang prevention models is being attended to, but he wasn't ready to make any report on it. He gave Rev. Dunbar the floor and she reported on the different activities she was involved in. She is planning a series of spiritual education presentations of non Christian nature. Along this line, the Japanese American Religious Federation is going to come and do buddhist celebrations. The Spiritual Life Program is also doing "normal" activities for B5, like a barbeque. This is an attempt to give the youth there a semblance of a "normal" life while they are detained. Another program is a visiting mentors program where outside people will come to visit youth in the hall who do not have visitors. They will hopefully develop positive relationships with these youth. Many of the people expressing interest in this want to do it as a part of their own youth ministry. A small "religious aftercare" program will begin with a church in the Western Addition (which church was not mentioned), which will continue to work with youth from the hall. A full written report of all the activities of the Spiritual Life Program can be obtained from Rev. Dunbar. Comm. Chuck commented that there was an international contingent of Japanese religious leaders who were impressed with some of the ideas being implemented here and would be taking them back to Japan.
   Chief Williams reported that the Dept is proceeding smoothly within the current fiscal year budget, continuing to reduce the OT and temp personnel costs, resulting in a small growing surplus. For the next fiscal year, the Dept is now in the first phase of developing the overall budget. Division Directors will be submitting first drafts of their budgets on Dec. 11. The Dept. will hold a "community hearing" at the main library on Dec. 10, from 6-8 pm. for public discussion regarding the proposed budget. The Dept is scheduling a Holiday celebration and employee recognition event for Dec. 18, from 5:30 - 8 pm. He also reported that the painting of the facility will begin Nov 28-9, and Dec. 5-6.
   Repeat Offender Prevention Program: as he reported in a previous meeting, SF would be receiving a portion of the allocation to the state for this program. He has learned that SF will be getting approx. $497K starting on March 1999, and would be a 3 year term, renewable each year. The check from the Friedlander estate (approx $12,758.) has been received, and he proposed turning it over to the Volunteer Auxiliary for the establishment of the special college fund spoken of previously in a commission meeting. The TANF RFP is completed and is due out (C Bell spoke off mike and was not picked up). The final decisions for funding need to be made by Feb. of 1999. The money needs to be spent by June 30, 1999. Chief Williams said that the Coordinating Council will probably have to come back to the Commission and request a modification of the spending plan, due to the compaction of time. The Chief mentioned that they will be meeting with a group of individuals from HongKong who are involved in juvenile justice, to give them an overview of how things are done in SF. Comm. Hale asked again for the Dept to break out specific details of suicide incidents (gestures, ideation, actual attempts). in the report.
4. *Discussion/Action Items:*

a. *Consideration of, and possible action on, Program Committee recommendation to renew a contract with SLUG for aftercare activities.*
Comm. Arámburo reported that the Committee recommended renewal of the SLUG contract at the current level of funding, but that there may be a modification of that once additional funding was available. There was no public comment. It was seconded. It was unanimously adopted.

b. *Discussion on the Department and Commission response to the most recent Civil Grand Jury request for update on remedying of concerns, outlined in their August 20, 1998 memorandum to Chief Williams.*
Chief Williams recounted that Judge McCabe wrote asking for a response to the points raised in her correspondence of August 20. As part of the response, the Dept said it would be meeting with a workgroup made up of individuals from DPH, Fire, DPW, on Oct. 27. A fire drill was held in the hall and evacuation was accomplished within 3 mins. The Dept of Public Health and Dept of Public Works were sending their comments (as a result of the discussion and exercise) to the judge. The Chief thinks their responses are fine (indicate positive response). The Fire Dept will be carrying out an inspection soon and will respond thereafter.
Comm. Shimko raised some comments about the Dept's draft response. She said that it should indicate that the meetings have occurred and show the result of the fire drill. Paragraph one should read "more" not "less". There should also be a note that the Dept will be spending money it does have on some of the noted items from the Civil Grand Jury report. Comm. Hale felt that the judge's response was troubling. He said that Superior Court has an obligation to review the Civil Grand Jury report to assure they are working within their legislative mandate, and that the report was accurate. He said the Dept's first response was direct and to the point, not defensive. He was also disturbed that the report, and the judge didn't seem to know the difference between the JJC and JPC, and that this confusion should not be allowed to color the report. Comm. Shimko also was disturbed about the judge's letter. She wanted the Dept's letter be cc: to the Bd of Supervisors. She wanted the Dept/Commission to remain objective about the points and not respond to the tone. Comm. Julian said that this latest correspondence certainly shows some miscommunication since he had had a public discussion on TV with a member of the Grand Jury and thought some of the report's issues were clarified there. The Chief said that the Dept's response will be very objective, and that the other Dept's responses will reinforce what this Dept will say. John Kennedy, deputy city attorney, said that the Civil Grand Juries are appointed for a year term, so that this report was the product of the previous body, and now there is a new one reviewing the comments of the old, and asking for responses again. The Dept's approach to just respond to the points, without a combative stance, would be the best response. Comm. Hale took issue again with the tenor of the judge's letter, and the original report. The Chief will make adjustments to the draft and send it off.

c. *Choice of community to hold December Commission meetings*
It was raised to move the timing of this meeting to January, rather than December. It was decided to try Balboa HS (for the Outer Mission District), for the January 13 meeting.

5. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
none

6. *Unfinished business*
Comm. Jackson-Drake was concerned about the issues raised by the Girls Outreach Program in their report. Comm. Shimko said that it was dealt with in the Program Committee meeting and that the Dept would be meeting with the program to iron out those concerns.
Comm. Arámburo asked to agendize the JJC inspection report for the next meeting.
Comm. Shimko asked that the Commission reivew the goals set by the Commission and Dept to see how they are progressing. This will also be set for the next meeting.

7. *New business*
none

8. *Adjournment* The meeting was adjourned at 7:30 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MONTHLY MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 PM, Wednesday, Dec. 9, 1998

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AGENDA

1. Roll Call
2. Review of Nov. 12, 1998 meeting minutes
3. Chief Probation Officer's Report
    - Budget Report FY 98-99 and FY 99-00
    - Review of monthly statistical data
    - Discussion of population management strategy for Juvenile Hall
    - Highlights of month of November
    - Upcoming events/emerging issues
    - Discussion of effective gang prevention programs and services
    - Staff recognition
4. Discussion/Action Items:
    a. Review of Juvenile Justice Commission inspection report
    b. Consideration of and possible action on Program Committee's recommendation to contract with Men Overcoming Violence (MOV) for domestic violence prevention services.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Dec. 7. Please call the office to make arrangements.)

VENILE PROBATION COMMISSIO
ty and County of San Francisco
Woodside Avenue
Francisco, CA 94127

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF DEC. 9, 1998 MONTHLY MEETING

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98 1. *Roll Call*
The meeting was called to order at 5:50 pm. Comms. Shimko, Aramburo, Julian, Hale, Dupre were present. Comms. Chuck and Jackson-Drake were excused.

2. *Review of Nov. 12, 1998 meeting minutes*
It was noted that the minutes for the Oct. meeting were not approved at the Nov. mtg, and Comm. Hale said that he had not had time to review the transcript of public comments, left off the draft Nov. minutes, with Comm. Julian. He asked that action on the Oct. meeting minutes be taken at the January Commission meeting. It was moved and seconded to approve the Nov. meeting minutes. Minutes were approved as written.

3. *Chief Probation Officer's Report*
   - *Staff recognition*:
     Chief Williams read a commendation letter from the Bd of Corrections to Cecile Erhmann for her efforts in keeping the Dept. in compliance with STC training requirements.
     There were several letters from Dept staff regarding other Dept staff which were commendatory in nature.
   - *Budget Report FY 98-99 and FY 99-00*
     Sandy Brown Richardson said that first drafts of the divisions' budgets are due on the 11th. A meeting with the Finance Committee of the Commission will be held on the 14th to further discuss is. Quest: how is the Dept doing on the current budget. Very well. even though OT is still high, it is lower than in past years. The projected deficit in temporary salaries is only $50K. The projected deficit for OT is over $200K.. In terms of the overall Dept budget, there is a surplus of between 300K and 400K.
   - *Review of monthly statistical data*
     Chief Williams highlighted that the avg daily detention for Nov. was 136. There were days of 140 and 150. This is consistent with the seasonal rises in detention in past years.
     Discussion of population management strategy for Juvenile Hall
     Bob Wertz has designated one of two senior supervising POs (Barbara Johnson) as the population management PO. She will work with all POs and Sam McIsaacs --hired as expeditor. Hopefully they will come up with a 'population management protocol' to keep the numbers at max. of 132.
   - *Highlights of month of November*
     Comm. Hale expressed concern over lack of referrals to LCR, to date. The Chief did not have an explanation. Bob Wertz also did not know. He did not have exact numbers of commitments or graduations. Comm. Shimko mentioned that there was a decrease of about 24% in out of home placement commitments, but over 40% decrease in LCR referrals also. Chief Williams said that there are 40-50 youth awaiting placement, in JH. He wondered aloud whether LCR could be considered as a potential resource to address that problem. (as an aside, Chief Williams asked the Commission for a meeting to review and revise the format of the monthly statistical report). Comm. Hale brought up the issue of over representation of African American youth in the system.
   - *Upcoming events/emerging issues*
     Chief Williams reported on the progress of the painters in doing YGC admin. 1st floor. Combined Charity Campaign developed pledges totaling $8,000. from Dept. staff. On Nov 17-18, the Bd of Corrections did their review of the Hall. Of the 3 areas cited as deficient, none are major. The Chief reminded the Commission about the Dec. 18 holiday celebration in the cafeteria, the public meeting on the Dept. budget, at the main library, Dec. 10, and the TANF bidders' conference on Dec. 11. There's also a toy drive to help the Fire Dept.
   - *Discussion of effective gang prevention programs and services*
   - Chief Williams asked Raoul Hernandez to look up documents on the net regarding this issue. They came up with a copy of the publication from the Office of Juvenile Justice and Delinquency

Prevention, regarding gang suppression activities nationwide. A copy is available through the CPO's office. A further discussion on this will be held in the Feb. meeting.

4. *Discussion/Action Items:*
   a. *Review of Juvenile Justice Commission inspection report*
   Chief Williams said that he had two issues he has raised with the JJC. They are in the process of constructing a response to the JJC. He suggested the Commission write their response to the Chief, for his response.
   Comm. Shimko said that SPY and the JJC did not share the same viewpoint as to the adequacy of emergency services from SPY/Health Dept. Comm. Hale briefly gave an explanation of their differences of opinion over availability of psych and medical staff at the Hall and LCR.
   b. *Consideration of and possible action on Program Committee's recommendation to contract with Men Overcoming Violence (MOVE) for domestic violence prevention services.*
   Comm. Arámburo briefly reviewed the fact that the Dept needed to contract with MOVE in order for them to receive the grant from OJJDP. The approx. amount of this grant is $348K, part of which will go to paying for a specialized PO position to deal with this issue for the Dept's youth.
   Comm. Hale asked if there were oversight controls for this contract. Chief Williams said that the Dept. would have a responsibility to see that the contract was in compliance.
   Comm. Hale wanted a clearly stated role and relationship for the Dept. Cheyenne Bell said that compliance actions will be handled as all other community based contracts are dealt with. Comm. Shimko asked how long the contract is for. Ans. 18 mos. She repeated her understanding that the Dept will receive, as a result of this contract, a PO for the girls' residential program as well as a PO who will deal with domestic violence issues for youth in the Dept. Comm. Arámburo moved to adopt the Program Committee's recommendation to contract with MOVE. It was seconded and on roll call, passed 5-0.
5. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
   none
6. *Unfinished business*
   Comm. Shimko appointed Comm. Dupre to the Program Committe, and named Comm. Hale as the Chair of that committee. She also stepped off the Program Committee to replace Comm. Hale on the Facilities Committee, naming Comm. Chuck as the Chair for that committee. Comm. Arámburo and Comm. Hale both commended all the Dept. staff who had relationships with their respective committees for all the hard work.
7. *New business* none
8. The meeting was adjourned at 6:58 pm.

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NOTICE OF OF REGULAR MEETING
of the Juvenile Probation Commission
at Balboa High School Library
1000 Cayuga Ave (east of Geneva)
San Francisco, Ca 94112

Fax Copy 1st Posted 1/8/99

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JAN 11 1999
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5:30 pm., Wednesday, Jan. 13, 1999

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AGENDA

1. Roll Call
2. Review of Dec. 9, 1998 meeting minutes
3. Chief Probation Officer's Report
4. Discussion/Action Items:
    a. Consideration of and possible action on Program Committee's recommendation to modify contract amount with SLUG for Aftercare program, from $99K to $150K.
    b. Consideraion of and possible action on Facility Committee's recommendation to approve Capital Improvement Budget for 1999-2000.
    c. Consideration of, and possible action on, Program Committee recommendation, to contract with American Justice Institute for use of ProDes evaluation tool.
    d. Consideration of, and possible action on, Program Committee recommendation, to sole source contract with Center for Juvenile and Criminal Justice, up to $100,000.00 for a "Population Management "program.
    e. Discuss Rules change for the Commission's meeting dates
    f. Discussion of Dept/Commission goals and priorities statement (April 98)
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Jan 11. Please call the office to make arrangements.)

Jan 7, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF WEDNESDAY, JAN. 13, 1999 REGULAR MEETING

1. **Roll Call**

The meeting was called to order at 5:36pm. Comms. Aramburo, Julian, Hale, Dupre, Shimko were present at the gavel. Comm. Jackson-Drake was excused. Comm. Chuck arrived at 5:47 pm.

2. **Review of Dec. 9, 1998 meeting minutes**

The minutes were approved as written. President Shimko reminded Comms. Hale and Julian that they were to decide the format of comments to be included in the Oct. 98 minutes. Comm. Hale said it was a work in progress and would be done by the next Commission meeting.

3. **Chief Probation Officer's Report: budget report FY 98-99, 99-00; review of monthly statistical data; highlights of month of Dec.; upcoming events/emerging issues**

Chief Williams reported that the Dept was within this year's budget, with a projected small surplus in the budget. There still is a deficit in the OT/temp salaries line items.

As regards the '99-00' budget process, the next step is Dept submission to the Finance Committee of the Commission, on the 27th of January. He also reported that he had arranged for Supervisor L. Yee to come out to the Dept and discuss general issues relating to the Dept and its budget. Comm. Julian mentioned that he had proposed the same thing for Supervisor Ammiano. Comm. Hale also contacted Supervisor Brown to come out, and that maybe they could all do this at the same time.

The Chief commented that they are doing PO interviews in the next two days. They hope to fill as many as 20 POs. They are also making appointments to the Asst. Directors positions for LCR and Juvenile Hall.

Stats: today's LCR population was 50, Juvenile Hall was 138. Avg daily population for JH in Dec was 117. Avg length of stay was 14.79 days. Avg population for LCR was 44. There were 29 incident reports for Juvenile Hall in Dec., vs. 22 in Nov. 17 grievances were filed in Dec. vs. 28 in Nov.

Emerging issues: Bd of Corrections report on Juvenile Hall showed positive reviews, with only a couple of very minor compliance issues. They will be doing an inspection of LCR on the 27th. The Chief reported that the Dept will be taking a primary responsibility for operating the Girls Residential Program on Treasure Island.

Commissioners asked the Secretary to arrange for a tour/inspection of the Girls Program, with Carol Kizziah.

Johnny Miller described 3 incidents at LCR. One was an escape of 2 detainees, the other was a youth who was injured on a bandsaw in the woodshop. The last was a youth injured on the blacktop.

Janet Medina described a couple of incidents involving girls in the coed and boys in B3. There has also been occurrences of crack cocaine contraband (individuals placing the contraband into body orifices)... and without body cavity searches, there is no way of discovering it. They also involve younger girls (13 and 15 yrs old). In triage, they are asked about having drugs on their person, but youth are not encouraged to "come clean" because if drugs are turned over, the Dept would report it to the police, leading to additional charges. There are policy issues involved here.

There is a multi discipline committee that reviews these kinds of problems, (youths).

There needs to be more resources found and involved in the placement of youth (current resources are not enough to meet the needs of these "special needs" youth).

4. **Discussion/Action Items:**

a. **Consideration of and possible action on Program Committee recommendation to modify contract amount with SLUG for Aftercare program, from $99K to $150K.**
Comm. Hale reviewed that SLUG has increased their service level beyond the original contract requirements, so they are in need of an increase in the budget.
Public Comment: Kent Eagleson of the SF Boys and Girls Shelter spoke in favor of the resolution. Comm. Hale moved approve this resolution. Comm. Julian seconded. **It was passed in roll call, 6-0.**

b. **Consideration of and possible action on Facility Committee recommendation to approve Capital Improvement Budget for 1999-2000.**
Comm. Chuck reviewed the process of discussing the budget in the Facilities Committee, and moved to approve the Capital Improvement Budget. Comm. Julian seconded. Sandy Brown Richardson pointed out a couple of revisions to the budget since the Facilities Committee approved it.. Neither were substantive of a negative nature. There were no public comments. The question was called. **It passed in roll call, 6-0.**

c. **Consideration of, and possible action on, Program Committee recommendation, to contract with American Justice Institute for use of ProDes evaluation tool.**
Comm. Hale reviewed that this was a previously discussed issue, with a presentation on what the tool and evaluation system was and why it was useful for this Dept. It had already been approved by the Commission for the Dept to explore a contract with the AJI, and that once all the clearances were received, the Chief would come before the Commission again for final approval to sign the contract.
The Chief raised the issue of implementing a formal and consistent policy and procedure for contracting, as a future discussion item.
Comm. Hale moved to approve a contract with the AJI for up to $150K. **The question was called, and passed in roll call, 6-0.**

d. **Consideration of, and possible action on, Program Committee recommendation, to sole source contract with Center for Juvenile and Criminal Justice up to $100,000.00 for a "Population Management" program.**
Comm. Hale stated that the Dept needed additional resources to get youth back out into the communities, and that CJCJ would be working with Barbara Johnson and Sam McIsaac on expediting the 'outplacing' of youth from the Hall. Question: does the population management program have a mission statement? No.
Comm. Hale moved to approve this contract. Comm. Dupré seconded. **The question was called, and in roll call passed, 6-0.**

e. **Discussion of Dept/Commission goals and priorities statement (April 98)**
The materials provided in the Commissioners' binder were not correct. The correct Commission Priorities were passed out at the meeting. The Commission's priorities (copy available through the Chief's office or JPC office), were given specific Dept staff to be responsible for each one (the tasks being made an integral part of their performance measures). He reported that they are working on #2-#8. #2, #5, #6 assigned to C. Bell; #3, #4 to J. Miller/J. Medina; #7 to G. Tucker/S. Brown-Richardson, and #8, the Chief.
Chief Williams read off the 8 priorities/goals for the Dept. He said that the Dept has developed a strategic action plan for each division and the Dept as a whole, and will be ready to discuss it at the Feb. meeting.

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.** none
6. **Unfinished business** none
7. **New business** Comm. Shimko reported that from Feb. on, the Commission would have its full monthly meetings at the new hearing room in City Hall, on the 4th Weds. This will demand an amendment

of the Commission's Rules. The Feb. 24th meeting would just have to be noted as a Special offsite meeting. Chief Williams noted that the Dept needed Commission action on the Dept. budget before the 24th. It was decided to call a meeting on the 10th of Feb. to address the budget issue, and also the regular meeting on the 24th. Comm. Hale also asked about the impact on community-site hosted meetings of the Commission. He asked whether the Commission would like to keep meeting up at YGC at least twice a year (as a Rule).

8. **The meeting was adjourned at 7:30 pm.**

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING
of the Juvenile Probation Commission

Youth Guidance Center
375 Woodside Ave
San Francisco, CA 94127
5:30 pm., Wednesday, Feb. 10, 1999

Fax Copy 1st Posted 2/4/99

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AGENDA

1. Roll Call
2. Review of Jan. 13, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. budget report FY 98-99, 99-00
    b. review of monthly statistical data
    c. highlights of month of Jan.
    d. upcoming events/emerging issues
    e. presentations by students of LCR.
4. Discussion/Action Items:
    a. Consideration of and possible action on Finance Committee's recommendation to approve the Dept.'s FY 99-00 operating budget.
    b. Consideration of and possible action on Dept's request to increase CJCJ's contract amount for a populaton management program, from $100,000. to $200,000.
    c. Presentation of the Dept's Action Plan.
5. Discussion regarding the Commission's proposed amended Bylaws and Rules of Order, which identifies a different site and date for the Commission's regular meetings. This will be acted upon at the Feb. 24th meeting. (copies of amended Bylaws and Rules are available to members of the public).
6. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
7. Unfinished business
8. New business
9. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Feb. 8. Please call the office to make arrangements.)

Feb 4, 1999

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
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CITY AND COUNTY OF SAN FRANCISCO
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MINUTES OF FEB. 10, 1999 REGULAR MEETING

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1. **Roll Call**
   The meetingwas called to order at 5:44pm. All Commissioners were present at the gavel with the exception of Comms. Aramburo, Hale, and Chuck, who arrived at 5:45pm, 5:58pm, and 6:04pm, respectively.
2. **Review of Jan. 13, 1999 meeting minutes**
   The minutes were approved as written.
3. **Chief Probation Officer's Report:**
   - **budget report FY 98-99, 99-00;**
     Deferred to Sandy Brown-Richardson's report later.
   - **review of monthly statistical data;**
     count today in JH was 126. LCR 63. Comm. Shimko asked about the confinement of youth in county jail. Bob Wertz said that sometimes 18 yr old youths are committed to the jail. This isn't automatic due to age, only at times is it recommended. The Commissioner also asked about the serious contraband of weapons. The Chief didn't feel this was anything "remarkable" in nature.
   - **highlights of month of Jan.;**
     The Chief introduced the two newly appointed Asst Directors: Donald Sanders, at LCR, and Tim Diestal, at JH.
     Chief Williams reported that there was an ongoing issue surrounding the newly constructed qualifications for POs. The final decision by the Civil Service Commission was in favor with what the Dept. had proposed. The Dept. will be hiring in new POs in March, both in provisional and permanent status.
     He also reported that Supervisor Yee will be coming to have discussions regarding the needs of the Dept. The Interfaith Council will also be meeting to discuss the future of the Chaplaincy program, as well as the impact of Rev. Dunbar's work here.
     The Dept will be working with the Dept of Human Services and Children's Mental Health Services to apply for funding from MCYC. No program concept was available.
     In March/April the Dept will begin its program under Repeat Offender Prevention Program funding (Bd of Corrections).
   - **upcoming events/emerging issues;**
   - **presentations by students of LCR.**
     Johnny Miller stated that for some years LCR has had help from the SF Art Commission to work with the young men there in creative writing. Some have entered writing contests and done very well. He introduced a member of the Art Commission, who spoke about the Writers' Corps program, and how it has worked at LCR since 1995.
     Two students from Log Cabin Ranch, who are participants in the Writers' Corps writing workshop, gave an impromptu free verse poetry recital.
4. Discussion/Action Items:
   a. **Consideration of and possible action on Finance Committee's recommendation to approve the Dept.'s FY 99-00 operating budget.**
   Comm. Julian reported that the Finance Comm. met on Jan. 27 and approved the proposed Dept. fiscal yr 99-00 budget. He mentioned some issue that could be further discussed in the future, but essentially commended the staff for a well

prepared document. Sandy Brown-Richardson referred to a summary sheet she passed out to the Commissioners at the meeting. She said there were very minor changes made to the budget since the Finance Comm. approved it, mainly in enumerating additional vehicles for purchase. Comm. Jackson-Drake asked about the amount of funds for community based programs, and whether the level of funding had returned to the original levels prior to withholding 10% for evaluations. S. Brown-Richardson said yes. TANF funds are being used for COLAs.
The question was called, and by unanimous vote, approved. The Commissioner felt that the COLAs should be a regular part of the budget and not dependent on soft monies like TANF.
The Chief pointed out that the budget narrative emphasized the community based, family oriented perspective of the Dept.'s work.
Comm. Julian moved for approval, and Comm. Chuck seconded. **The question was called, and by unanimous vote, approved.**

b. **Consideration of and possible action on Dept's request to increase CJCJ's contract amount for a populaton management program, from $100,000. to $200,000.**
Chief Williams said that the Juvenile Justice Coordinating Council approved this expansion. They proposed to expand the services originally planned. There was no contract in place, but K. Morton (Director of DDAP) said later that the originally proposed amount of $100,000 was for a trial program serving 25 youth for 6 mos. Now they are looking at doing more case management. Quest: has the program been doing anything in this project yet? Yes. They have been talking about participating in the Multi Disciplinary Team review meetings. But they have not finalized a scope of services. Chief Williams said they are supposed to be coming up with some outcome measures for the program. Comm. Hale moved to approve the contract. Comm. Jackson-Drake seconded. **The question was called, and by unanimous vote, approved.**

c. **Presentation of the Dept's Action Plan.**
Chief Williams said that this is a statement of some of the primary objectives of the Dept. under the current budget. The plan was synthesized from the 9 priorities set out by the Dept last year. Comm. Jackson-Drake asked what the difference is between the GED program already at LCR and the tutorial program. J. Miller said that the tutorial is additional to the GED program classes. Comm. Hale asked why the SFUSD couldn't provide the tutorial also. Miller said they just weren't willing to.

5. **Discussion of proposed Rules of Order changes.**
An added sub section statesthat twice each year the Commission shall meet at Youth Guidance Center, and also identifed the Facilities Committee as a committee of the Commission. The changes will be made, drafts distributed to the public, and action taken on them at the next full commission meeting.

6. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
Rich Perino of the DPOA raised various concerns of the membership. The issue is the revision of minimum requirements for becoming a PO, essentially downgrading the qualifications. The concern is the impact on future entry level and promotional wage levels, reflected by a lower expectation of experience. He said that this would make the job more

like a trainee position than a professional level position. Currently SF pays its POs less than Santa Clara, San Mateo, and Marin counties... and maybe Contra Costa county later.
Another issue brought up was the hiring of retired POs for work that could be given to regular POs. This then essentially takes money out of the pockets of those POs.
He said that such actions are a matter of policy and he felt that the Commission could deal with it. The Chief took issue with Mr. Perino. Some points/questions made by Dept/Commission: lowering PO qualifications does not diminish their job status, and gives the Dept. more hiring flexibility. Hiring retired POs for work was not meant to save the Dept any money.
Mr. Perino said that while the new qualifications do not immediately affect salary (current contract in force), it may well affect the new rounds of negotiation. The Chief dismissed any of the points Mr. Perino made.

7. **Unfinished business**
   None
8. **New business**
   Comm. Jackson-Drake commented on an event at the Yerba Buena Center, and said that a representative from the Fine Arts Museum asked about the possibilities of collaboration between the Dept and the Museum to give opportunities to youth to experience some of the exhibits. Comm. Hale spoke about the wilderness activities being carried out at LCR, and introduced two women (medical school graduates) who were in charge of it.
9. **Adjournment**
   The meeting was adjourned at 7:42 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL MEETING

City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
5:30 pm., Wednesday, Feb. 24, 1999

Fax Copy 1st Posted 2/19/99

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AGENDA

1. Roll Call
2. Review of Feb. 10 & 23, 1999 meeting minutes
3. Chief Probation Officer's Report:
    1. highlights of month of Feb.
    2. upcoming events/emerging issues
4. Discussion/Action Items:
    a. Election of Officers
    b. Consideration and action on Rules change regarding dates and place of full Commission meetings.
    c. Consideration of, and action on Program Committee recommendation to approve the following contracts:
        1. Girls Afterschool Academy, 2 Girls 2000 3. Central American Resource Center 4. Instituto Familiar De La Raza 5. National Foundation for Teaching Entrepreneurship 6. Community Boards 7. Richmond District Neighborhood Center 8. Special Services for Groups 9. Art, Research, Curriculum 10. Edgewood Children's Center 11. San Francisco Neighborhood Legal Aid Foundation
        12. Morrisania West to act as fiscal agent for $25,000. TANF Community Outreach Fund
    d. Presentation of the Children's Service Plan for program year '99-00, by the Mayor's Office of Children, Youth, and Families.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Feb. 22. Please call the office to make arrangements.)

Feb 18, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF FEBRUARY 24, 1999 SPECIAL MEETING

1. **Roll Call**
   The meeting was called to order at 5:31 pm. All commissioners were present at the gavel, with the exception of Comm. Chuck, who was excused.
2. **Review of Feb. 10 & 23, 1999 meeting minutes**
   Chief Williams stated that the minutes should reflect that Supervisor Yee was coming to take a tour of YGC. He also said that the application for funding from the Bd of Corrections was being sought under the auspices of Health Services.
   Comm. Jackson-Drake corrected item 4 on pg 2, re. TANF funds for COLAs. Those funds are being used for the current year, and COLAs for the upcoming fiscal year are being made a part of the regular Dept budget. This is an item that needs to be made a regular part of the Dept.'s baseline budget.
   Item 6 should be changed to reflect that the Chief addressed the points Mr. Perino made.
   Comm. Julian wanted it to be clear that the statements made by Mr. Perino in item 6 were claims (ie. taking money out of the pockets of fulltime POs., paying POs less than other mentioned counties).
   This these corrections, the minutes were approved.
3. **Chief Probation Officer's Report: highlights of month of Feb.; upcoming events/emerging issues**
   Chief Williams reported that the Dept will be participating in a survey undertaken by the Commission on the Status of Women, looking at gender equity in staffing and services. He noted a commendation letter from a district attorney for PO V. Nguyen for services rendered in a case.
4. **Discussion/Action Items:**
   a. **Election of Officers**
   Nominations were opened for the office of President. Comm. Jackson-Drake nominated Comm. Julian. Comm. Shimko seconded. There were no other nominations. By roll call vote, all voted in favor (5-0-1), with Comm. Julian abstaining. Comm. Arámburo nominated Comm. Hale for Vice President. Comm. Dupré seconded. There were no other nominations. By roll call vote, all voted in favor (5-0-1) with Comm. Hale abstaining.
   Comm. Julian assumed the chair for the remainder of the meeting. He began by applauding Comm. Shimko for her leadership these past 15 months, and hoping that he will be able to continue the progress made. Comm. Arámburo also commended Comm. Shimko for her efforts in making more services available to girls (both in the Dept. and in community based services).
   Comm. Hale asked that item #12 of 4c be changed to 4d.
   b. **Consideration and action on Rules change regarding dates and place of full Commission meetings.**
   Comm. Shimko moved to adopt the rules change. Comm. Hale seconded. There was no discussion, or public comment. By voice vote, all voted in favor, with no objections. **Motion passed 6-0.**
   c. **Consideration of, and action on Program Committee recommendation to approve the following contracts:**
   1. Girls Afterschool Academy, 2 Girls 2000 3. Central American Resource Center 4. Instituto Familiar De La Raza 5. National Foundation for Teaching

Entrepreneurship 6. Community Boards 7. Richmond District Neighborhood Center 8. Special Services for Groups 9. Art, Research, Curriculum 10. Edgewood Children's Center 11. San Francisco Neighborhood Legal Aid Foundation

Comm. Hale reported that the Program Committee met on Feb 17 and reviewed all these proposals and was delighted at the directions being taken by this process, expanding the diversity of services and the providers involved in the Dept.'s work. He finally commended the Community Programs Division for the work done on these proposals. He also asked that if there were any remaining funds, that the couple of proposals which were "alternates" be considered for funding (depending on availability of funds).

Comm. Shimko asked for a brief description of the work to be done by these contractors. Cheyenne Bell very briefly went over their respective services. (a full proposal is available for review in the Community Programs Division office).

Comm. Shimko asked if these funds would offer expanded services to more than just those youth in the offender population. Ans: yes, these are both for offender populations and 'pre offender' populations ---more preventative services.

Quest: how will Dept personnel know about the expanded services available to their youth? Chief Williams said they have discussed having a "faire" where the providers will come to the Dept and en masse show the Dept staff what is available. They Dept. is going to use the 'resource' room 311, to hold meetings with CBOs, and for greater presence of CBOs in the Dept (they can do their work from this room also).

Comm. Jackson-Drake commended the Dept's widening "net" of services, and the intrinsic evaluation component to the programs. Comm. Arámburo also spoke about the diversity of the programs and was excited about the depth and breadth of them. Comm. Dupré echoed these comments. Comm. Hale moved to approve the contracts. Comm. Arámburo seconded. There were no public comments. Comm. Julian called the question. On voice vote, all voted in favor, with no exceptions. **Motion carried, 6-0.**

d. **Consideration of, and action on Program Committee recommendation to approve Morrisania West as fiscal agent for $25,000. TANF Community Outreach Fund**

Comm. Hale reported that this was a fund created from the TANF spending plan that would allow the Dept to support activities and organizations which might not fall under the larger spending categories of the plan. Making Morrisania the administrator of this fund would ease the processing of requests for support. The exact process by which this is done is being worked out now. The administrative fee for doing this is also being worked out by the Dept. (current estimates are 3-5% of the fund amount). Comm. Hale moved to approve this contract. Comm. Arámburo seconded. There was no public comment. The question was called. On voice vote, five commissioners voted in favor, Comm. Dupré abstained due to conflict of interest.. **Motion carried 5-0-1.** Chief Williams took a minute to acknowledge Lonnie Holmes and LaRita Hall for their work in this process, and give them a certificate of appreciation.

e. **Presentation of the Children's Service Plan for program year '99-00, by** the Mayor's **Office of Children, Youth, and Families.**

Deborah Alavarez-Rodriguez did a comprehensive review of the plan and the changes in the Dept as to its strategic goals. Main points made: Having more measurable goals and outcome categories for its funding. Having quality of life benchmarks to measure against. Orient the policies toward asset modeling rather than deficit planning. Maximizing the flexibility and leverage its funds can have vis a vis other funding (eg. not using its funds for TANF eligible individuals, but rather using its funds to leverage maximum TANF funds in the city --she mentioned one where they used $700K to bring in more than $2 million of TANF funding). The whole plan is available for review, either from MOCYF or the JPC office).

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

Cheyenne Bell pointed out that an item passed out of Program Committee was left off the agenda for this meeting. That was the contract with CYA for the Young Men as Fathers program at Log Cabin Ranch. She asked if the Commission could place it on the agenda now and act on it, to avoid further delay. The Secretary apologized for the oversight, and mentioned that by the Commission's rules, if it decided to declare this a fiscal emergency, it could place it on the agenda and pass it. John Kennedy said that the public needed to have the opportunity to comment on it, so the Commission should not act on it now. It was decided to hold a special meeting Monday, March 1, at 8:30 am at YGC to act on this item.

Rich Perino, speaking for the Deputy Probation Officers Association, repeated the issues he brought up at the Feb. 10 meeting. He also raised the issue of the Dept.'s plans to take away flex time for POs. and asked the Commission to look into this as a policy issue. There was a short discussion regarding the appropriateness of the Commission dealing with something that was in labor arbitration, or whether the Commission would be micro managing the Dept by looking at this. Mr. Perino said that these issues were negatively affecting the morale of the Dept (via the DPOA's membership). Comm. Julian said that this would be taken under advisement.

6. **Unfinished business** none
7. **New business** none
8. **Adjournment** The meeting was adjourned at 7:39 pm.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL MEETING
of the Juvenile Probation Commission

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Youth Guidance Center Conference Rm
375 Woodside Ave
San Francisco, CA 94127
8:30 A.M., Monday, March 1, 1999

AGENDA

1. Roll Call
2. Discussion/Action Items:
    a. Consideration and possible action on Program Committee's 2/17/99 recommendation to extend contract for the Young Men as Fathers program at Log Cabin Ranch, under California Youth Authority funding, amount: $ 9,294.00
3. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
4 Adjournment

Feb 25, 1999

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

MINUTES OF MARCH 1, 1999 SPECIAL MEETING

1. **Roll Call**

   The meeting was called to order at 8:35 am. Comms. Aramburo, Julian, Jackson-Drake, and Dupre were present. Comm. Hale arrived at approx. 8:45 am.Gwendolyn Tucker and Cheyenne Bell were present for the Dept.

2. **Discussion/Action Items:**

   a. **Consideration and possible action on Program Committee's 2/17/99 recommendation to extend contract for the Young Men as Fathers program at Log Cabin Ranch, under California Youth Authority funding, amount: $ 9,294.00**

   This is the 3rd year of funding for this program, and is coming to an ed. Comm. Jackson-Drake moved to approve the extension. Comm Dupre seconded. There was a short discussion. . The Commission asked the Dept to explore alternatives to funding **The question was called and upon voice vote, the motion carried, 5-0.**

3. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

   None

4 **Adjournment**

The meeting was adjourned at 8:55 am.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF PROGRAM COMMITTEE MEETING

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of the Juvenile Probation Commission
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

4:00 pm., Wednesday, March 24, 1999

AGENDA

1. Roll Call
2. Review of Program Committee meeting minutes of Feb. 17, 1999
3. Discussion/Action Items:
    a. Consideration of, and possible recommendation to full Commission on, Department's request to retroactively apply, accept, and expend funds for the Repeat Offender Pilot Project. (S. Brown-Richardson)
    b. Consideration of, and possible recommendation to full Commission, to contract with Morrisania West for youth employment services under TANF funding.
    c. Update on ProDes-- program evaluation development system
    d. Chief Probation Officer's report on the Juvenile Probation Department's role in the Local Action Plan: Juvenile Justice Local Action Plan (proposal submitted for Juvenile Crime Enforcement and Accountability Challenge Grant II Demonstration Project Grant.)
4. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
5. Unfinished Business.
6. Adjournment

NOTICE OF REGULAR MEETING

City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
5:30 pm., Wednesday, Mar. 24, 1999

AGENDA

1. Roll Call
2. Review of Feb.24, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. review of Feb. monthly statistical data;
    b. highlights of month of Feb.

   c. upcoming events/emerging issues

4. Discussion/Action Items:
   a. Consideration of, and possible action on, Program Committee's recommendation to contract with Morrisania West for youth employment services under TANF funding.
   b. Consideration of, and possible action on, Program Committee's recommendation to retroactively apply, accept, and expend funds for the Repeat Offender Pilot Project. (S. Brown-Richardson)
   c. Update on ProDes--program evaluation development system
   d. Chief Probation Officer's report on the Juvenile Probation Department's role in the Local Action Plan: Juvenile Justice Local Action Plan (proposal submitted for Juvenile Crime Enforcement and Accountability Challenge Grant II Demonstration Project Grant.)
   e. Mayor's Summit for Women (Comm. Shimko)
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Mar 22. Please call the office to make arrangements.)

Mar 18, 1999
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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF MARCH 24, 1999 REGULAR MEETING

DRAFT

1. Roll Call
The meeting was called to order at 5:37 pm. All Commissioners were present at the gavel, with the exception of Comm. Jackson-Drake, who arrived at 5:44 pm.
2. Review of Feb.24, 1999 meeting minutes
Comm. Shimko pointed out a typographical error on p. 2. Comm. Julian asked to include the commendations made by the Commission to Deborah Alvarez-Rodriguez for her presentation on the Children's Services Plan, to the Commission, and to identify her title as Director of the Dept of Children, Youth and Families. He also asked to clearly identify John Kennedy as a Deputy City Attorney. With these corrections, the minutes were approved.
3. **Chief Probation Officer's Report:**
    a. **review of Feb. monthly statistical data;**
    b. **highlights of month of Feb.**
    c. **upcoming events/emerging issues**
    The Chief did not revisit any details from the monthly statistical report. He mentioned that they are looking for a new Ombudsman, and that he had also had a meeting with the Deputy Probation Officers Association (DPOA), in which all the issues brought up by Mr. Perino at the last meeting were discussed. They now have a mutual understanding, if not agreement, regarding both sides of the issue, and will continue to explore them in a professional and open manner. The Chief said that one result of the meeting was to initiate a mass Dept. bulletin so that information is widely available to all those interested. They will again meet in April. He then introduced Rev. Dunbar, who gave a short synopsis of the developments around the spiritual life program in the Dept (she passed out a handout which covered this). Main developments are: developing a system of identifying volunteers in the Dept. and where they are involved (in the Spiritual Life program or elsewhere), developing a wider volunteer program, an internship program, with orientation and training for them (they are beginning quarterly volunteer retreats) , and a Juvenile Hall choir. The choir will not only involve singing, but will allow the youth to become aware of the issue of decorum, and the historical, philosophical context of gospel music Comm. Dupré asked what are some of the other gaps that she would like to fill. She wants to be able to get back to the one on one counseling, after all the administrative processes are complete.
4. Discussion/Action Items:
    a. **Consideration of, and possible action on, Program Committee's recommendation to contract with Morrisania West for youth employment services under TANF funding.**
    Comm. Hale briefly introduced the item as presented in the Program Committee. This program addresses the lack of employment training services for youth. He repeated the 3 aspects of the program as Mr. James enumerated in the Committee. Comm. Shimko asked if the core program was open to everyone? Yes. Comm. Hale moved to approve this contract. Comm. Arámburo seconded. There was no public comment. **The question was called, and upon voice vote, the motion passed 6-0-1, with Comm. Dupré abstaining due to a conflict of interest.**
    b. **Consideration of, and possible action on, the the Program Committee's recommendation to retroactively apply, accept, and expend funds for the Repeat Offender Pilot Project. (S. Brown-Richardson)**

Comm. Hale reported that the Committee recommended that this be approved. It is for approx. $497K, for a first offender program, concentrating on those who are at risk of being put in private placement, or are currently in placement. There is a compendium of services integrated into this program. Comm. Shimko asked about the transition phase spoken to in the proposal, and if during the 6 month time the youths were in school. Yes.

Staffing: 2 POs will be involved --they are inkind contributions utilizing existing POs. Comm. Hale mentioned that the Dept will be looking at involving the Housing Authority in this program.

Comm. Hale moved to approve this project. Comm. Dupré seconded. There was no public comment. **The question was called, and upon voice vote, the motion passed unanimously.**

c. **Update on ProDes--program evaluation development system**
   Chief Williams referrred to the handout given the Commission, briefly highlighting the current status. He said they are hoping that the contractor can attend the Commission's April meeting to give a full update.

d. **Chief Probation Officer's report on the Juvenile Probation Department's role in the Local Action Plan: Juvenile Justice Local Action Plan (proposal submitted for Juvenile Crime Enforcement and Accountability Challenge Grant II Demonstration Project Grant.)** Chief Williams referred to the handout which was formerly given to the Juvenile Justice Commission. Bob Wertz reported that he asked Delancey St. regarding the new police districts included for referrals for Community Assessment Referral Center (CARC). They are: Ingleside and Southern. The Department has 6 new POs stationed in various areas of the Local Action Plan: the Safe Haven, Life Learning Academy, the Residential Girls program, to name a few. He stated that there were 4 girls assigned to the Residential program, others are being considered.

   Comm. Julian asked for current stats on the CARC. Wertz was only able to give an estimate of over 100 referrals to CARC through Jan. Comm. Hale commented that they were concerned with the relatively low numbers of referrals to CARC and was assured by the Dept. that awareness is spreading in the SFPD about the CARC, so we should see an increase in referrals. Comm. Hale asked about POs doing OT on these activities. With the new work configurations, there should be a minimum of OT, mainly to do coverage of regularly assigned POs who go on vacation or otherwise.

   Challenge Grant II: The Chief reviewed how the Challenge Grant Project proposal was completed. Submitted by the MCJC, it was authored by Bob Bennett of the Research Development Corp. It is called Project Impact and concentrates attention on mental health services, increased assessments, in-custody crises stabilization, placement alternatives, mobile support teams, and a community alliance to fulfill the activities of the project. It is meant to address the mental health issues which are not dealt with in the current system of juvenile justice providers.

   Kim Burton-Cruz, Director of Mayor's Criminal Justice Council (MCJC), said the proposal should be reviewed in April by the Bd of Corrections.

   She spoke to the question of the numbers of referrals to the CARC being low due to many circumstances: times of citations, lack of youth being picked up. Comm. Shimko asked if this program will take up the types of mental health problems not being addressed now by the system. Somewhat. It will generally be sub acute, and only limited to youth in the placement system, not in the general probation population.

Burton-Cruz said that the Bd of Corrections wasn't interested in funding multiple programs within one request so this had to be a targeted population, with a singular purpose, but that the City is looking into Federal collaborations to address a wider population than the one being attended to in this proposal.

e. **Mayor's Summit for Women. (Comm. Shimko)**

Comm. Shimko reported that the Dept. had made available $12K of TANF funds to send 145 people to the summit, 25 of whom are girls in the dependency system and 95 from our communtiy based organizations. There will be a pre summit meeting, planned for 4/6 where these participants will be briefed on what to expect, and how to act while there. There is also a pre-summit gala set at City Hall, for 4/15.

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

Cheyenne Bell said that she would be getting the resolution for Morrisania West to the Commission at a later time. She further reported that the FRPs for the community based contracts will not be issued this year, but at the end of this fiscal year, for the next fiscal year. Comm. Hale reported that he took Commissioner Vernon Grey, Housing Authority, on a tour of Log Cabin Ranch. It was a good experience. He will be arranging another tour and will notify the other Commissioners when this is scheduled.

6. **Unfinished business**

Comm. Julian reported that he met with Mr. Perino and discussed the issues presented at the last JPC meeting. Comm. Julian had a similar meeting with Chief Williams. All parties are satisfied that there is an open line of communication regarding this matter. Comm. Arámburo commended the Dept for meeting with the DPOA.

Comm. Dupré asked for an update on the progress with the Treasure Island (TI) programs. Chief Williams reported that Delancey St is now in the application process for a license to operate a residential facility under community care licensing,probably to be approved by April. This will only be for the interim until they find a longterm operator. In the meantime, Johnny Miller and Katie Weinstein, co-directors of the facility, are running a series of trainings for the staff there, and have an operations manual. Comm. Dupré applauded Johnny for the work he is doing at the Ranch and TI, noting the low number of incidents at LCR.

Comm. Jackson-Drake noted her pleasure at seeing the newly painted W-buildings, and commended the Department and the Facilities Committee --as well as Norm Cole-- . Comm. Chuck asked the Chief to mention Christmas in April. The Chief said that the Mayor had suggested the Department contact Christmas in April about possibly finishing up the painting of YGC. They have offered to try and put together a volunteer team of about 75 to do it around April 24.

Comm. Hale mentioned the document regarding a request to the State for a grant to construct a new facility. This document was spearheaded by MCJC. The City is slated to present their case to the State on or about April 6-8. Commissioner Shimko has been a part of the overall meeting and discussions regarding this issue and the proposal, and the Chief thanked her for her participation. Comm. Shimko asked about the design changes. The final submission was different from the initial designs during the meetings. But the total square footage and number of rooms remain the same.

7. **New business**
   Comm. Julian brought up the request by the Executive Secretary for a re classification of the position. Comm. Julian suggested that this be referred to the Director of Personnel in the Dept. for further investigation and evaluation. Deputy City Attorney John Kennedy commented that this wouldn't appear to demand an official agendized action, that the Chair could have the prerogative to direct it to the Director of Personnel. Upon this advice, Comm. Julian directed the Secretary to forward the materials and issue to the Director of Personnel for further evaluation.
8. **Adjournment** The meeting was adjourned at 7:26 pm.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
5:30 pm., Wednesday, April 28, 1999

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AGENDA

1. Roll Call
2. Review of Mar 24, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. Budget Information (operations and capital)
    b. Progress report
    c. Highlights of the month
    d. Review of March monthly statistical data;
    e. Emerging Issues/upcoming events
4. Discussion/Action Items:
    a. Presentation on ProDes: program development evaluation system
    b. Selection of community site for June Commission meeting,
    c. Designation of May Commission monthly meeting to be held at Youth Guidance Center.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Apr 26. Please call the office to make arrangements.)

Apr 21, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

DRAFT

MINUTES OF APRIL 28, 1999 REGULAR MEETING

1. **Roll Call**
The meeting was called to order at 5:49 pm. Comms. Julian, Dupre, Jackson-Drake, Hale were present at the gavel. Comm. Shimko arrived at 5:54 pm. Comm. Chuck arrived at 6:06 pm. Comm. Aramburo arrived at 6:25 pm.
2. **Review of Mar 24, 1999 meeting minutes**
The minutes were approved as written.
3. **Chief Probation Officer's Report:**
The Chief's report did not touch on items a-e. He briefly mentioned the numbers of referrals to the CARC: 166 since opening, 41 of those after the expansion of hours on April 5. Now it operates 6 days/wk, from 10 am to 2 am. Using this initial measure, they project seeing 700 youth by the end of the contract, which is 300 more than the 400 they originally estimated they would serve.
He mentioned the situation with Delancey St not yet getting approval for licensing, but soon to receive it. They also seem to have an interested party in the outsourcing of the residential girls' program on Treasure Island.
He reported that Christmas in April came Sat. and did a great job in completing the painting of the first floor of YGC, and begining to prep the second floor. They gave a commitment to come back and finish up.
Comm. Dupré mentioned that he had the information regarding the 4-H Club that he promised to give the Dept. The materials were given to the Chief.
Comm. Hale asked if there were more staff at CARC. Yes, there are 12 new PO hires in the Dept, some of whom will be assigned there. Quest: is there an equal decrease in the numbers coming to the hall bcause of CARC? Premature to tell.
Chief Williams reported that a number of organizations met this morning to hear from the AJI representatives. He then introduced Dr.Bennett, Dr Harris, and Trish Oberweis of the AJI.
    a. **Budget Information (operations and capital)**
    b. **Progress report**
    c. **Highlights of the month**
    d. **Review of March monthly statistical data;**
    e. **Emerging Issues/upcoming events**
4. **Discussion/Action Items:**
    a. **Presentation on ProDes: program development evaluation system**
    Dr. Harris stated that Chief Williams was the one who contracted to use the ProDes system for Philadelphia.
    He commented that the ProDes system is a kind of tracking and evaluation system, which keeps record of all youth involved in a system of services, longitudinally, from entry to exit. The system of evaluation is not based on recidivism statistics. It is an interactive database, which takes a "back and forth" passage of information between the evaluators and program operators to refine the relevance and appropriateness of data and conclusions. The purpose for which data is compiled and analyzed is to identify trends, adapt and improve program services and outcomes.
    There were questions and concerns over the use of "profiling".. or similar labeling. The potential for it to be culturally/racially biased, and leading to "tracking" of "types" into particular programs. The exact setup of ProDes for San Francisco will be done in conjunction with the Steering Committee, and not just at the prerogative of the ProDes staff.
    Dr. Bennett said that while the added work of data collection and recording may be met with resistance, this system will allow service providers to make better decisions, with expanded information, and more valid assessments.

Dr. Bennett stated that in the first couple of years they will not see results. This will be the development stage. They hope to begin generating stats and analyses in the 3rd and 4th years. Comm. Shimko asked which programs will be looked at. All the community based programs (about 30 of them) . Next in line would be placement services and then probation services. Question: what's the difference between the ProDes system and the evaluations done by a group like Davis Ja and Assoc. Chief Williams said that this system is not just an evaluation. This is an evaluation system.so you get continuous feedback, on any particular day, and you can do an analysis on the people in the database, and a better ability to do trend analysis. You can use that to be proactive in making decisions, rather than waiting til the program is over or half way through. Quest: if ProDes is totally in place, would there be a need for the other evaluations. Chief Williams said that there would be less of a need for that type of evaluation but that for maybe experimental/exploratory programs.

Chief Williams said that the first phase (this contract) will be for one year. Dr. Bennett repeated that no results would be in until the 3rd and 4th year. The Chief mentioned that the Dept of Children Youth and Families has raised the possibility of supporting it, and that he will be putting this project into the regular annual Dept. budget request.

Comm. Julian asked if the AJI has developed a sophisticated computer program to initiate this project. Dr. Bennett said that that won't be done until later.

Public Comment: Jane Whitfielf of the San Francisoco Neighborhood Legal Foundation asked if children and parents have a choice of participation/non participation. That's up to San Francisco. Who administers the surveys and makes the assessments. The assumption is that program providers will do this (giving 'tests' and surveys)..

There needs to be sensitivity toward the safety of the subject (client) when follow ups are done (eg. victims of domestic violence).

b. **Selection of community site for June Commission meeting.**
Because the Dept is planning an all day training on the date of the next Commission meeting, it was suggested that perhaps the Commission could meet at the same place, after the training is over. The location is UC Extension. Cheyenne Bell will look into making arrangements, and be in touch with the Secretary once it's done. It was suggested that if this doesn't work out, the May Commission meeting be held at YGC and the June one at Galileo High School.

c. **Designation of May Commission monthly meeting to be held at Youth Guidance Center.** See item #b.

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

Rev. Coretta King Grizzel, of Ella Hill Hutch community center expressed her concern regarding the pyschological testing, and whether it will be culturally sensitive. Comm. Julian assured her that this would be firmly kept in mind.

Comm. Julian asked the Chief to report on the City's proposal for funds to construct a new facility. The Chief reported that the City failed to win approval for their request. Comm. Julian commented that he had heard comments from the Bd of Corrections commending the City on its presentation (despite the failure). He then reported that the City was successful in its bid for Challenge II granting and won a $5.9 mil award, renewal for 3 years. The money will be used to target mental health oriented program services. The City's proposal was rated number one of all those approved.

Comm. Julian was invited to the Treasure Island facility, by Kim Burton, and he said he was very impressed by it, and commended Johnny Miller for his work on setting it up.

Comm. Arámburo commended Comm. Shimko and the Dept (Cheyenne Bell) for getting the young women to attend the women's summit. Comm. Shimko said that it was a great experience, especially the Monday night pre summit meeting with the young women.

Comm. Chuck gave positive comments about the Christmas in April's work this past Sat. He himself worked alongside the other volunteers in painting.

Comm. Dupré asked Cheyenne to introduce her new staff. Sheila Arcelona. Cheyenne thanked Comm. Arámburo for her generous donations of furniture for the community resource room.

Chief Williams referred to a 2 page copy of a report from Juvenile Court in 1932.

Comm. Hale commented on the serious situation in Europe and in Colorado and asked if one of the Reverends would say a prayer for the children in distress the world. Comm. Chuck made a few statements.

6. **Unfinished business** none
7. **New business** none
8. **Adjournment** The meeting was adjourned at 7:43pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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NOTICE OF REGULAR MEETING

UC Extension, Auditorium
55 Laguna St. @ Market St.
San Francisco, CA 94102
5:30 pm., Wednesday, May 26, 1999

AGENDA

1. Roll Call
2. Review of April 28, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. Budget Information (operating and capital)
    b. Progress report
    c. Highlights of the month
    d. Review of April monthly statistical data;
    e. Emerging Issues/upcoming events
4. Discussion/Action Items:
    a. Consideration and possible action on Program Committee's recommendation re: community based program contracts renewal.
    b. Consideration and possible action to approve Program Committee's recommendation to contract with Davis Ja and Associates.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by May 24. Please call the office to make arrangements.)

May 20, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

DRAFT

MINUTES OF MAY 26, 1999 REGULAR MEETING

1. Roll Call
The meeting was called to order by Comm. Julian at 5:37 pm. All commissioners were present at the gavel, with the exception of Comm. Hale, who was elsewhere on the premises. He joined shortly after the meeting's beginning.
Comm. Julian began by reporting on two meetings held this morning. The first was by the Jeuvenile Probation Department on disproportionate minority confinement (DMC), and the 2nd was a 25 yr anniversary for community development. He noted that Comm. Chuck's organization, Cameron House, was a recipient of an award at the anniversary celebration. He also noted that Comm. Chuck was himself a recipient of a Community Hero award from KQED, during Asian Pacific American Heritage month festivities.
2. Review of April 28, 1999 meeting minutes
Comm. Julian made a few editorial revisions: middle of pg 1, changing "premature" to "too early to tell", and on p. 2, eliminating parenthetical phrase [...despite failure], and changing 'He' to 'The Chief'. With these corrections, the minutes were approved.
3. Chief Probation Officer's Report:
   a. Budget Information (operating and capital)
   The Mayor's office will deliver the city's budget to the Bd of Supes on June 1. Chief Williams has asked to meet with the Mayor's Finance Office to review the Department's budget. Currently the Department is attempting to meet with the Commission's Finance Committee to update them on the progress to date.
   b. Progress report
   Christmas in April will return June 12 or 19 to continue doing the painting, until it is complete. The Department's key control policy has been changed (now there are four policies) and will be implemented soon (expected to begin June 1)
   c. Highlights of the month
   There were two events held by the Department. Monday they participated in a satelite down link of a program organized by the Office of Juvenile Justice and Delinquency Prevention, dealing with girls in the juvenile justice system. The second event was referred to by Comm. Julian, the one day conference on DMC. They hope to take the comments and ideas brought out in this conference and come up with new ways to address this issue in SF.
   Chief Williams ended with mentioning letters of commendation for the work of PO Michael Smith at the Bethel AME church, and PO Lisa Smith in her work organizing a Department softball team for the Children's Fund, on May 1.
   d. Review of April monthly statistical data;
   The Chief asked if Commissioners had any questions regarding the stats. Comm. Shimko asked for clarification of pg. 13 which showed over population numbers, as opposed to the avg. daily population report of 117. Ans. Pg. 13 shows a one day snapshot of the hall.
   e. Emerging Issues/upcoming events
   The Chief reported that sometime in July they hope to hold a one day conference dealing with the Balanced and Restorative Justice model.
   At the July Commission meeting, he hopes to report on the results of the Department's 98/99 action plan.
   The Chief requested to have a discussion with the Commission regarding what they might want to establish as priorities for the Department for the upcoming fiscal year.
   Comm. Julian commended the Chief and the Department on the DMC conference.
   Cheyenne Bell commented that both conferences were well attended and that they hope to produce a product as a result of the conference, that the community could assume responsibility to go forth with. She thanked her division staff and other Department staff who helped make the conferences possible.

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Comm. Arámburo commended the Chief. She felt he posed very provocative and challenging questions regarding what we were doing in this area and what needed to be done in the future, collaboratively.

4. Discussion/Action Items:

a. **Consideration and possible action on Program Committee's recommendation re: community based program contracts renewal.**

Comm. Hale recounted that the Program Committee had met and reviewed the Department's report on the CBOs, and had recommended that all contracts be renewed. He mentioned that the CBOs were asked how the Department could be of more help in their work, but noted that they had all done good work.

Some of the CBOs raised the issue that they were still at less than fully funded levels (eg. Peer Counseling) and needed to be brought up to parity. Comm. Hale said he assured them that the Department would do whatever was possible to resolve this issue.

Comm. Shimko had thought the RFPs were due out this year. Ans. No. next year.

Comm. Arámburo commented that the Department and agencies have come a long way since the time she was originally on the Commission.

Comm. Jackson-Drake also commended the Department for its technical support of the agencies. She was pleased at the report.

Public Comment: Maurice James of Morrisania West, commended C. Bell and the Department.

C. Bell acknowledged her staff for their work, and mentioned that the concerns regarding underfunding of programs were being discussed with the Chief.

Comm. Shimko asked whether the 5% of contract amounts was still being withheld for evaluation costs. Chief Williams said that it was his desire not to take program service funds for evaluation. He will look elsewhere to pay for evaluation.

Jose Esteva, thanked everyone, and then mentioned the leather shop he was starting, and asked for the Commission's assistance in getting two machines for about $10K.

Jacob Smith of Bay View Hunter's Point Fdn Youth Services, thanked the Department for its support.

Fia CarloValentino, Office of Samoan Affairs (OSA), thanked the Chief and Department.

Robert Chan, dir. Of Chinatown Youth Center (CYC) also thanked the Department.

Enola Maxwell, Potrero Hill Neighborhood House also thanked the Commission, with special attention to the Peer Counseling program.

Comm. Julian noted that Potrero Hill Neighborhood House was also a recipient of a community development award.

Louella Lee, Vietnamese Youth Development Center (VYDC), also thanked the Department.

Lonnie Holmes, spoke off mike and his comments were not picked up, but basicaly thanked everyone.

Comm. Julian thanked the providers, on behalf of the Commission and said that it is nice to receive positive feedback now and then.

Chief Williams said that the Bd of Supes is planning to hold a Departmental budget hearing for 6/12 (to be confirmed later), and commented that it would be good for the Bd of Supervisors to hear comments of this new cooperation and effectiveness in the work, from other than the Department.

Comm. Shimko commented that what is occurring now is far and away different from what she faced when first arriving on the Commission.

Comm. Jackson-Drake said that she felt many of those men at Santa Rita prison wouldn't be there now if they had programs like the ones being operated now in the juvenile system.

Comm. Hale recalled a scatological comment that a professor of his used to say. He reviewed some of the concerns of the CBOs: more computerization, more educational programs with the SFUSD, family oriented services, wages and more staff, gaps in services and services to females, assigning POs longitudinally (following the same probationeer from beginning to end), an increased presence of the probation Department in the community, leadership forums--how to develop future leaders, mental health issues.

Comm. Jackson-Drake moved to renew the contract of Intensive Home Based Supervision (IHBS) provider, BayViewHuntersPoint Foundation (BVHP). It was seconded. *The question was called, and upon voice vote, passed 6-0*, with Comm. Hale abstaining due to conflict of interest.

Comm. Jackson-Drake moved to renew the contract of IHBS provider, Morrisania West. Comm. Shimko seconded. *The question was called, and upon voice vote, passed 6-0,* with Comm. Dupré abstaining due to conflict of interest.

Comm. Jackson-Drake moved to renew the contract of IHBS provider CYC. Comm. Dupré seconded. *The question was called, and upon voice vote, passed 6-0,* with Comm. Chuck abstaining due to conflict of interest.

Comm. Hale moved to renew the contracts of IHBS providers: OSA, VYDC, Potrero Hill Neighborhood House, and RAP. Comm. Dupré seconded. *The question was called, and upon voice vote, passed unanimously.*

Comm. Hale moved to renew the contracts of non IHBS providers: Ella Hill Hutch Center, YWCA, SF Boys and Girls Home, Huckleberry Youth Sservices. Comm. Dupré seconded. *The question was called, and upon voice vote, passed unanimously.*

Comm. Shimko moved to renew the contract of Home Detention program provider, BVHP Fdn. Comm. Dupré seconded. *The question was called, and upon voice vote, passed 6-0,* with Comm. Hale abstaining due to conflict of interest.

b. **Consideration and possible action to approve Program Committee's recommendation to contract with Davis Ja and Associates.**

Comm. Hale reported that this item was moved to the full Commission for action as the Committee did not have adequate time to deal with it. Davis Ja briefly explained what the work would be. His firm was a part of the Challenge Grant proposal submitted to the Bd of Corrections, which demanded a thorough evaluation section, with strict guidelines. They are going to run comparisons between intervention groups and random assignment control groups over the course of the 3 yr grant, at start up/6/8/12/16/and 24 mos intervals, with a pool of about 80 youth per year, to assess whether the newly designed program (under Challenge Grant) works or makes a difference.

Concerns were expressed by Commissioners as to the use of control groups. It was required by the Bd of Corrections.

Comm. Hale moved to approve entering into a contract with Davis Ja & Assoc. *The question was called, and upon voice vote, passed unanimously.*

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

Kent Eagleson, Dir. Of SF Boys and Girls Home, thanked the Commission, the Chief, Cheyenne and her division staff. He urged the Commission to expand the YWCA Girls Mentorship program. He also uged the Commission to encourage the schools to continue providing educational services to the youth in the system (eg. having the special school at the shelter).

Comm. Shimko commented that the educational program for these youths is of imperative importance, and asked if there were any more pro active means open to the Commission/Department that could result in better services.
Comm. Arámburo expressed her disbelief in the disparate policies in the schools (eg. some schools not allowing books to be taken home) Eagleson said that Linda Davis (acting Superintendent) needs more help to target this population for more services.
Comm. Chuck asked if the Department was ever asked to work with the SFUSD on collaborative programs?
Chief Williams said he is a member of the district's Task Force on African American students achievement. Beyond that, no.
Comm. Julian reviewed that he and former Commissioner Breyer had met with the schools regarding an absenteeism project.
Comm. Shimko asked for an update on that project, if it was still going on.
Comm. Hale recounted that the public schools could not meet the demands that the State Colleges had asked when they raised their admissions requirements. He said that there needs to be creative solutions, like using volunteers from the greater community (his example was the DA's office putting volunteers into classrooms to teach a couple of hours a day).

6. Unfinished business
   none
7. New business
   Comm. Julian mentioned that he attended another Deputy Probation Officers' Association meeting, and found the dialog continues to be positive. He intends to attend future meetings and hopes for more progress.
   Comm. Shimko asked whether the June Commission meeting was going to be in YGC or in the community. Comm. Julian proposed doing the June meeting at YGC and securing Galileo HS for the fall. Comm. Shimko asked whether the Commission could hold another retreat. (Possible site, Treasure Island)
   Comm. Dupré reported that he attended a graduation ceremor
   Sunday. It was very positive.
   Susan Kim, Director of the Youth Commission, made a few bri
   Empowerment Conference held May 22, and the Department's
   expressed her concen for the control groups in the evaluation p
   Comm. Arámburo asked the Chief to repeat the quote he used
   conference. He admitted he saw it on a motivational poster. It
   group of committed people can change the world. In fact it's the only thing that ever has.

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8. Adjournment
   The meeting was adjourned at 7:10 pm

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NOTICE OF SPECIAL COMMISSION MEETING IN CLOSED SESSION

pursuant to Gov. Code 54957, Public Employee Evaluation

39

Youth Guidance Center Conference Room
375 WOODSIDE AVE, San Francisco
8:30 AM, Friday, June 11, 1999

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AGENDA

I. *Roll call.*
II. *Public comment on matters pertaining to the closed session..*
III. *Convene in closed session pursuant to Government Code section 54957 and San Francisco Administrative Code Section 67.10(b):*

Public Employee Performance Evaluation:
Position: Chief Probation Officer, Class 8418, Jesse E. Williams, Jr.

IV. *Reconvene in open session, and vote on whether to disclose any or all discussions held in closed session. (SF Administrative Code section 67.24(a).).*
V. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
VI. *Adjournment*

June 2, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

9

13/99

NOTICE OF REGULAR MEETING

Juvenile Probation Commission
Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 pm., Wednesday, June 23, 1999

06-21-99 [illegible]

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AGENDA

1. Roll Call
2. Review of May 26, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. Budget Information (operations and capital Improvement)
    b. Progress report
    c. Highlights of the month
    d. Review of May monthly statistical data;
    e. Emerging Issues/upcoming events
4. Discussion/Action Items:
    a. Consideration and possible action to contract with the Asian Pacific Islander Wellness Center (amount: $49,000) to provide life skills training for high risk Asian and Pacific Islander youth.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

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June 20, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF JUNE 23, 1999 REGULAR MEETING

1. **Roll Call**
The meeting was called to order at 5:35 pm by Comm. Julian. Comms. Hale, Shimko, Dupre were present at the gavel. Comm. Aramburo arrived at 5:50 pm.
2. **Review of May 26, 1999 meeting minutes**
Comm. Julian made some editorial amendments. On p1 there was a typo. On p2 he added "always" to "....nice to receive" and in regards to his attendance at the DPOA mtg he placed a "period" after 'continues'.
3. **Chief Probation Officer's Report:**
Chief Williams began by introducing the President of the Volunteer Auxiliary, Kathleen Kelly, who he presented a copy of the check from the estate of Florene Friedlander, which will be used for further educational support of youth from this Dept. Both he and Pres. Julian thanked her and the Auxiliary for all their fine work.
   a. **Budget Information (Operations and Capital Improvement)**
   b. **Progress report**
   The Department's annual report is done, as a compilation of years 97 and 98. The forthcoming annual reports will return to the single year format. The Chief asked if the Commission had any other information it wanted included, please mention it. Comm. Shimko asked that this report be put on the Commission's next agenda for discussion. Comm. Hale asked the Chief to break out figures for regular felonies, serious felonies, and misdemeanors.
   The Chief said that the Department's action plan is ready and available for discussion, and he would accede to whatever format the Commission wishes to review it.
   Parallel discussions along with the action plan, will be the placement system.
   c. **Highlights of the month**
   Christmas in April came back to do work on the main floor.
   d. **Review of May monthly statistical data;**
   e. **Emerging Issues/upcoming events**
   A date has been chosen to hold a seminar on Balanced and Restorative Justice: July 23.
   12 new POs have been hired, so now all probation division openings are filled. Positions in JH are being completed also.
   The Youth Guidance Center Improvement Committee is now dismantled, and will be reconstituted with a new Board of Directors, and bylaws. The Chief asks that a member of the Commission play a role in constructing that new facade.
   The Chief asked T. Mtambuzi to talk about the increased incidents of suicidal behavior in the hall. Mtambuzi reported that there has been about 10 attempts in the last month and a half, vs 5 for the whole of last year. When Comm. Julian asked how many youth were involved in the 10 incidents, Mtambuzi changed his initial number and said that there were 9 incidents, involving 8 youth. 2 females, 6 males. Quest: did any of these occur due to copy cat practice? No. Basically it was discussed that there are significant issues of mental health of the youth, anger, and having inappropriate detainees in the hall (eg. youth returned from St. Mary's Hospital). There needs to be more attention paid to the problems, perhaps from a spiritual counselor dealing with violence and anger management (some of the incidents occur as a result of being disciplined by staff). There is a broad concept of

attempt, used by this Department, where in other locations some of the behaviors included here would not be considered attempts.

Rev. Dunbar commented that sometimes the impetus for suicide attempt has nothing to do with the quality of life in JH. But there needs to be more support staff that deal with the immediate response necessary in such incidents.

4. **Discussion/Action Items:**
   a. **Consideration and possible action to contract with the Asian Pacific Islander Wellness Center (amount: $49,000) for family oriented services.**

   Comm. Hale began to recount the process followed by the Program Committee, which included the approval of the MOU between the Department and the SFUSD/Samoan Community Development Center to operate another program. The total funding comes from the TANF pot of money (total amount $154,000), and is being split between the two. Under advisement of John Kennedy, Deputy City Attorney, the MOU did not need an action by the Commission.

   As a result, Comm. Hale reported that the Program Committee approved contracting with the API Wellness Center. Three representatives from the agency did a short presentation on their service plan (see the minutes of the Program Committee meeting).

   There was no public comment.

   Comm. Hale moved to approve the contract. Comm. Dupré seconded. **The question was called, and upon voice vote, passed unanimously, 5-0.**

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

   Representatives from the Arts Commission and the Writers' Corps came to briefly explain their program and involvement with youth in this Department (an MOU between the Department and these two parties is being implemented this year). Upon questioning with regards to doing similar work with youth in Juvenile Hall, the Chief said that they are working with the Pacific News Service/YO, and that they are planning to have an event in Oct. to showcase youth talent publicly.

   Johnny Miller spoke highly of their past relationship. The Commission applauded their work. Individual commissioners expressed their feelings of appreciation for the quality and humanity of the work.

   The interim Director of the Samoan Community Development Center briefly introduced his organization and what they were doing with the SFUSD at Phoenix Middle School. More than half of the students they work with are on probation. The organization brings in the family as a part of the workplan for the student, giving them services at the same time.

6. **Unfinished business** none

7. **New business**

   Comm. Dupré reported that the Mayor declared one day Damone Hale day for Pop Warner baseball day.

   Comm. Hale reported that he and Comm. Aramburo attended the School Board meeting last night. He and Comm. Arámburo discussed the issue of armed police officers on school campuses, and how the School Board voted. He didn't know if the School Board contacted this Department when they constructed that resolution. The Chief said he wasn't aware of it. It was suggested inviting the School Board and SFUSD (and JJS?) to the Commission retreat and possibly use the afternoon session to deal with issues that relate to both.

8. **The meeting was adjourned at 7:23 pm.**

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JUVENILE PROBATION COMMISSION

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NOTICE OF REGULAR MEETING

Juvenile Probation Commission
Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 pm., Wednesday, July 28, 1999

7-28/99

AGENDA

1. Roll Call
2. Review of June 23, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. Budget Update (Operations and Capital Improvement)
    b. Highlights of the month
    c Emerging Issues/upcoming events
4. Discussion/Action Items:
    a. Consideration and possible action on Program Committee's recommendation to renew GIRLS Initiative contract with Westside Mental Health Center. (Hale)
    b. Discussion of the Department's 1997-8 Annual Report (Shimko)
    c. Discussion of UC graduate students' paper on Community Assessment Referral Center. (Aramburo)
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by July 26. Please call the office to make arrangements.)

July 21, 1999

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NOTE: **The Juvenile Probation Commission will be holding its July meeting at Youth Guidance Center**

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Company: City & County of San Francisco
Voice Number: (415)753-7870
Fax Number: (415)753-7826
375 woodside ave

san francisco, CA 94127

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Date: Thursday, July 22, 1999
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Note: Friends:

Please note, one additional action item is scheduled for the July 28th Commission meeting.

4(b) Consideration and possible action on Program Committee s recommendation to contract with Instituto Familiar de La Raza to provide services for the Intensive Home Based Supervision Program.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF JULY 28, 1999 REGULAR MEETING

DRAFT

1. **Roll Call**
   The meeting was called to order at 5:40 pm by Comm. Julian. Comm. Hale, Comm. Shimko, Comm. Arámburo were present at the gavel. Comm. Jackson-Drake arrived at 5:45 pm. Comm. Chuck arrived at 5:50 pm.
2. **Review of June 23, 1999 meeting minutes**
   The minutes were approved as written.
3. **Chief Probation Officer's Report:**
   - a. **Budget Information (Operations and Capital Improvement)**
     Ed Lopatin gave a short report on the final budget as passed by the Bd of Supervisors. A one page summary was given to the Commissioners (available from Juvenile Probation Dept Finance office). Basically it is a baseline budget, which continues to leave important capital improvements unattended and unfunded. The General Fund portion of the budget was increased by 5.9%, due to salary standardization. Other increases came from outside of the general fund (sources like Mayor's Criminal Justice Council)
     Comm. Shimko asked about use of TANF funds. Are those items now being paid through General Funds and will they be shifted to TANF support? Lopatin was unclear in answering. He said this was "our basic analysis". Comm. Shimko thanked the Dept for their hard work through the budget process.
   - b. **Progress report**
   - b. **Highlights of the month**
     Gwen Tucker mentioned as highlights for the month, the one day conference on Balanced/Restorative Justice, held last Friday.
     She reported that 11 POs have been hired.
     The key control policy has begun, the Dept is awaiting the availability of the new keys.
     There are 15 youth in LCR participating in a college preparatory program.
     The Dept held a management retreat at LCR, focusing on the topic of conflict resolution.
     Tucker read two letters: one from Rev. Dunbar expressing appreciation for staff in their help during a performance in the chapel. The second was from the guardian of a youth on probation, expressing appreciation for the sincere, personal care and help from POs given to their child
   - d. **Review of June monthly statistical data;**
   - e. **Emerging Issues/upcoming events**
     Tucker mentioned an update to be given in Sept. on the ProDes process, as well as a report on accomplishments of 1998-99 and the next action plan (for 1999-2000).
     Comm. Hale mentioned that he wanted the Dept to be able to record and chronicle events such as the Disproportionate Minority Confinement, and Balanced/Restorative Justice conference, in pictures, and that such records be available to the media. Comm. Julian also said that this outreach and publicity to the public is important so that people knew what the Dept was up to.
4. **Discussion/Action Items:**
   - a. **Consideration and possible action on Program Committee's recommendation to renew GIRL Initiative contract with Westside Mental Health Center. (Hale)**
     Comm. Hale asked Comm. Arámburo to summarize the discussion held in Program Committee the day before (minutes of meeting, and report from the program available).

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Comm. Shimko commented that it would be much more effective to involve girls at an earlier age and stage in the process of juvenile justice. She suggested that future outreach materials be much more detailed about the goals and activities of the Peer Leadership program. She also asked about the possibility of making the program mandatory for those who enroll and not leave it an "open door" situation.
Comm. Arámburo moved to approve the Program Committee's recommendation to renew the contract. Comm. Dupré seconded. **The question was called and upon voice vote, the motion passed, 7-0.**

b. **Consideration and possible action on Program Committee's recommendation to contract with Instituto Familiar de La Raza to provide services for the Intensive Home Based Supervision program. (Hale)**
Comm. Hale reviewed the situation behind the original contract with RAP for the Intensive Home Based Supervision program, and why it is being re written with Instituto (minutes from Program Committee available). Comm. Shimko asked C. Bell if the Dept was confident that Instituto could successfully complete the requirements of the contract? Yes.
It was asked whether this contract was to still be with RAP or Instituto? Ans. Instituto.
Comm. Hale moved to approve the Program Committee's recommendation to contract with Instituto. Comm. Arámburo seconded. **The question was called and upon voice vote, passed 7-0.**

c. **Discussion of the Department's 1997-8 Annual Report (Shimko)**
This item was tabled at the request of DCPO Tucker, to be taken up when CPO Williams returns from vacation.

d. **Discussion of UC graduate students' paper on Community Assessment Referral Center. (Aramburo)**
Comm. Julian recapped briefly the genesis of this issue. Upon the release of this report, he had a meeting with the Chief and Assistant Chief. They agreed that they would do a short term and long term response to this account. Additionally, Comm. Julian, along with Comm. Hale called upon Supervisor Yaki and discussed this report. At the very least, Comm. Julian is confident that Supervisor Yaki now has a better understanding of the issues involved. Comm. Julian commented that there are really 3 levels of perspective on this report. First, the report itself, second the media's spin on it, and third, the political implications of its origins and motives.
Comm. Arámburo said that some items deserve review: 1) why the low numbers served, and why referrals are not higher, 2) who IS in charge and the line of authority within the CARC.
What is the process? Do they get referred up to YGC after CARC. Comm. Arámburo said that the concept of having wrap around services at the front end, in an intake center not connected to secure detention is a more positive one and should be moved toward. G. Tucker reviewed that this was begun as a model project, with a limited service level. It is impossible to be the single point of entry for the juvenile justice system.
Comm. Shimko said that much of the statements made in the report are not based on hard evidence, but are rather politically charged accusations. Many of Dan McAllair's comments are also not based on facts. Comm. Shimko commented that the local action had limits of service put on it so that an evaluation could be done to compare the impact on those who were served and those who were not. The CARC is not a panacea for all the ills of the system.

Comm. Hale noted that there were no representatives from either Coleman Advocates or CJCJ in attendance. He further took umbrage to McAllair's claims that the Commission (with African American representatives) would support or promote policies which continue the over detention of minority youth (especially African American). He contended that the manipulation behind getting the report written as it was, was pure politics. Comm. Hale said he was troubled with someone like McAllair, who constantly criticizes, who has never worked in a youth program, who has never been a partner in any kind of probation dept., who doesn't show up to these meetings nor send any representatives, but makes such wholesale comments and criticisms. He hopes that McAllair will take some time to read the minutes of the Commission to see what it is trying to do, before he makes unsubstantiated claims.

Comm. Julian commented that in all the years he's read graduate students' projects, he had yet to see one result in headline news. The report itself had problems. One thing struck him; the students were evaluating the CARC against a set of absolute standards rather than a landscape of comparatives. In four other programs like the CARC, nationwide, there hasn't been a long history of results to view the experience of the CARC against. The report's statement that the CARC isn't getting the "biggest bang for the buck" is merely a political catch phrase to possibly throw criticism toward an administration for fiscal irresponsibility, during an election time.

Comm. Arámburo said that the bottom line IS why the numbers are down, and where is the coordination, from MCJC, Delancey St., the Dept? This needs attention. There also needs to be clearly communication to the public that the Dept. has more recently been emphasizing collaborations between community agencies and the Dept., and welcome even more dialog among all partners.

Comm. Chuck wanted to know who should be responsible for responding to such articles and issues.

Comm. Shimko admitted that the project has had its growing pains and that there are enough parties involved to share the burden of inadequacies and improvements, so we should redouble efforts to move forward, all around.

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   Clyde Livingston, a counselor from Juvenile Hall read a letter from Ulysses Madison, from SEIU local 790, regarding the Department's violations of various Civil Service rules in regards to hiring of counselors (8318 and 8320) and compensation for "lead workers" within the classifications.
   Comm. Julian referred the memo and matter to Asst. City Attorney John Kennedy for advisement.
6. **Unfinished business** None
7. **New business** Comm. Julian referred to a draft of a resolution of commendation for former Commissioner Terry Landini-Brennan, (requested from the Commission by the office of Supervisor Yee) that he asks to be discussed for possible action at the next Commission meeting.
8. **Adjournment** The meeting was adjourned at 7:26 pm.

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and County of San Francisco
Woodside Avenue
Francisco, CA 94127

Name: Juvenile Probation Commission
Company: City & County of San Francisco
Voice Number: (415)753-7870
Fax Number: (415)753-7826
375 woodside ave

san francisco, CA 94127

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Date: Wednesday, August 11, 1999
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Note: NOTE

Friends,

The Juvenile Probation Commission will be holding four meetings during the month of August.

Finance Committee	Thurs August 19
Program Committee	Tues August 24
Full Commission	Wed August 25
Retreat	Sat August 28

The exact times and places, and agendas will be posted at a later date.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

39

25/99

NOTICE OF REGULAR MEETING

Juvenile Probation Commission
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
5:30 pm., Wednesday, August 25, 1999

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AGENDA

1. Roll Call
2. Review of July 28, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. Status report
    b. Highlights of the month
    b. Emerging Issues/ upcoming events
4. Discussion/ Action Items:
    a. Consideration and possible action to approve Finance Committee's recommendation on the Department's Supplemental Budget Appropriation request, in the amount of $538,905, from TANF Ranch funds.
    b. Discussion/action on the resolution of commendation for Terry Landini-Brennan
    c. Discussion/action on the resolution re: Family Focused Care Services
    d. Discussion of the Department's 1997-8 Annual Report (Shimko)
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by August 23. Please call the office to make arrangements.)

August 18, 1999

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JUVENILE PROBATION COMMISSION

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MINUTES OF AUGUST 25, 1999 REGULAR MEETING

1. **Roll Call**
   The meeting was called to order by Comm. Julian at 5:39 pm. Comm. Jackson-Drake, Comm. Arámburo, Comm. Shimko, Comm. Dupré were present at the gavel. Comm. Chuck arrived at 5:58 pm. Comm. Hale was excused.
2. **Review of July 28, 1999 meeting minutes**
   Comm. Julian referred to several corrections/amendments he asked to be made. P. 2, d) it should be noted that Chief Williams took the initiative to set up the meeting with Supervisor Yaki, and Comm. Julian and Comm. Hale were invited to join in that to discuss the report. P.3, 2nd paragraph, in reference to the students' report, he said that the SF CARC should not have been evaluated against a set of absolute standards, but rather against the experience and history of the other 4 CARCs, nationwide.
   p.2 middle of page, replace the word 'toward' to 'forward', the word 'reviewed' with 'stated'.
   Comm. Jackson-Drake amended her statement on p2, Comm. Shimko noted an omission (the word 'action') on p. 2 last paragraph,
   Comm. Dupré noted that his attendance was not noted in the roll.
   With these noted corrections and amendments, the minutes were approved.
3. **Chief Probation Officer's Report: (items order re arranged)**
   The Chief requested that item 4d be called first, to allow MIS Director Sandy Clayborn to be excused afterward.
   S. Clayborn presented:
   Jose and she have produced the annual report for about 20 yrs. It is distributed to the public. The evolution of the stats is result of requests by various people over time. New features to the report: offense and geographic codes. She explained various other technical aspects of data collection and abstraction that the Dept has begun to use, and read some summary data highlighting different stats from the 97-98 report (datasheet available from JPC office). Comm. Julian asked for a copy of that datasheet. Chief Williams said that he was told by some national juvenile justice research centers that the Dept's database is one of richest and most extensive in the country.
   One change noted by the Chief was the distribution of the report. It was given to division directors to give to their senior staff, and CBOs got copies. Comm. Julian asked if the Grand Jury was given one. No. Comm. Shimko said that it was a good report, not because of the new information, but because it reminds her that a high percentage of detainees are the result of plaement failures. She is also pleased to see the low numbers of CYA commitments and remands to adult courts. She noted that LCR referrals have decreased, but avg daily populations have not decreased significantly. And graduations have increased.
   Comm. Arámburo asked for additional information: track success of specific placements, and non LCR graduates. Cmparisons between different programs (eg. our grads over the past 10 years with grads of other programs to see which might be more effective). Clayborn said that this collection is an intensive process, and she believes that these are troubled kids prone to repeat their activities and fall into adult courts, especially those

with substance abuse issues. Clayborn said to do this kind of research would depend much more staff time.
They are now beginning to tie into a foster care database, from Boulder, Colorado which would give the Dept more sociological information and service history about the kid. Comm. Dupré mentioned that there may be several initiatives occurring in the city that this type of information will give the Dept a good footing to be a part of. Comm. Julian suggested that there be some place in the report which acknowledges the contribution and work of MIS. Comm. Jackson-Drake noted that the numbers of girls in the system has declined, while the number of African American girls has increased. This points to the continued need of programming for African American girls.

a. Status report
   The recent discussions with SFUSD regarding the ROPP program, has resulted in assigning the old Burnett School (near Joseph Lee Recreation Center) as the site, now to be called the Creative Arts Middle School. Oct 18 is the targeted start up.
   ProDes Executive Steering Committee will meet again Sept. 21. They will then decide whether the AJI/CJI will do a report to the Commission at its Sept. meeting.
   The Chief has reports from the two one day conferences held (DMC, and BRJ). He will provide copies of those to the Commissioners. They will be working with the Sheriff's Dept. to see where they are at in implementing some of the BJR guidelines in their operations.
   ACA accreditation is moving forward. In Sept they will commence for both the Juvenile Hall and LCR.
   The Chief discovered, to his surprise, a resolution passed by the Bd of Supervisors commending the Probation Dept for its operations.
   Comm. Shimko thought it was a little odd that the Dept was not apprised of it before it was done.
   Comm. Julian suggested the Dept. send a letter to the Bd thanking them for the pleasant surprise.
   Final item mentioned by the Chief was that on Sept. 12, the Dept. will be taking 135 youth and chaperones to the Giants game.
b. Highlights of the month
c. Emerging Issues/upcoming events

4. Discussion/Action Items:
   a. **Consideration and possible action to approve Finance Committee's recommendation on the Department's Supplemental Budget Appropriation request, in the amount of $538,905, from TANF Ranch funds.**
      Comm. Shimko briefly reported that the Finance Committee reviewed this and is recommending the Commission approve the request. This would cover the remainder of TANF Ranch funds unexpended from 1997-98 and 1998-9. The schedule of appropriating these funds does not currently coincide with the fiscal year calendar. This is something being dealt with.
      Chief Williams explained that there are requests for existing programs, some new programming, and the physical plant as well.
      Comm. Shimko asked for a short explanation of the Aftercare program. Johnny Miller, Director of LCR summarized: currently the Aftercare is being contracted to SLUG. In the yr 2000, the Dept wants to bring the contract back to the Dept and run it in-house, hiring 2 monitors to work with PO's assigned to it.The current contract

with SLUG is at $150K but he believes the Dept can provide those same services, better, and with less money. There will be a collaborative effort with CBOs for when the youth come back to the communities. Comm. Dupré asked if Supervisor Yee visited the ranch? No. Juvenile Hall. The Chief says that the Dept usually has a good line of communication with the Bd of Supervisors, so the resolution was out of the ordinary. Comm. Shimko asked for a clarification of why some programs were being supported for 6 mos and why some a year. Ed Lopatin said that the Dept will be coming back with another supplemental request come yr 2000, but these programs are only being funded for the rest of this calendar yr.
Comm. Shimko moved to approve the Finance Committee's recommendation. Comm. Dupré seconded. There were no public comments. **The question was called, and upon voice vote, passed, 6-0.**

b. **Discussion/action on the resolution of commendation for Terry Landini-Brennan**
Comm. Julian reported that Supervisor Leland Yee had prepared a resolution commending the work of past Commissioner Terry Landini-Brennan, and suggested that perhaps the Probation Commission would want to do a similar one. A draft was passed around to Commissioners at the last meeting. He made two changes to the language of the draft and moved that with those revisions, the resolution be adopted. Comm. Shimko seconded. There were no public comments. **The question was called and upon voice vote, passed 6-0.**

c. **Discussion/action on the resolution re: Family Focused Care Services**
Comm. Arámburo moved, on behalf of the Commission, to join in support of Health Commission resolution 23-99 Supporting The Family Focused Care Committee of the Children's System of Care Planning Council, "A Message from Parents and Families to Service Providers." Comm. Chuck requested that it be constructed as a resolution, beginning with one "Whereas..." And then let it be resolved that on this day, at a regular meeting of the Juvenile Probation Commission, does so express its support and endorsement of Health Commission resolution 23-99, in its entirety.
John Kennedy, Deputy City Attorney, suggested the language, "Whereas the Health Commission has passed resolution number 23-99 in support of The Family Focused Care Committee of the Children's System of Care Planning Council, "A Message from Parents and Families to Service Providers," therefore, be it resolved that the Juvenile Probation Commission joins in support of this resolution."

Comm. Arámburo made a motion to adopt the following resolution:

"Whereas the Health Commission has passed resolution number 23-99 in support of The Family Focused Care Committee of the Children's System of Care Planning Council, "A Message from Parents and Families to Service Providers," and

"Whereas the Juvenile Probation Commission has reviewed and discussed this resolution and agrees in all respects with the Health Commission's position," now,

"Therefore, be it resolved that on this day, August 25, 1999, the Juvenile Probation Commission joins in support of Health Commission Resolution number 23-99."

Comm. Shimko seconded. There were no public comments, or Commission comments. **The question was called and upon voice vote, passed 6-0.**

d. **Discussion of the Department's 1997-8 Annual Report**
This was dealt with in the portion of the Chief's report, with Sandy Clayborn.

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.** None
6. **Unfinished business** None
7. **New business**
Comm. Arámburo asked to objserve a moment of silence for, and adjourn the meeting in honor of, Dan Kristensen, , former public defender in Santa Clara County, a dedicated youth advocate and juvenile defense counsel, who recently passes away.
8. **Adjournment**

A moment of silence was observed, and Comm. Julian adjourned the meeting in memory of Dan Kristensen, at 6:50 pm.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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Notice of Juvenile Probation Commission Retreat

To be held on Sat. August 28, 1999
9:00am to 4pm

McLaren Lodge
Stanyan and Fell Sts.
Golden Gate Park

fax Copy 1st Posted 8/24/99

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Agenda

1. Roll Call
2. President's introduction and overview
3. Discussion of:
    a. Department action plan
    b. Review and revision of last year's Commission priorities
    c. Emerging issues in the field
    d. Emerging issues in this Department
        i. new facility
        ii. alternatives to traditional juvenile justice system
        iii. Local Action Plan
        iv. Out-of-home placement alternatives
4. Recess for lunch (12 noon til 1:00 pm)
5. Continued discussion; recommendations for actions/planning
6. Public Comments
7. Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING to be held off-site

Juvenile Probation Commission
At Galileo High School
1150 Francisco St.
San Francisco, CA 94133
5:30 pm., Wednesday, September 22, 1999

Fax Copy 1st Posted 9/15/99

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AGENDA

1. Roll Call
2. Review of August 25, 1999 meeting minutes
3. Chief Probation Officer's Report:
    - a. Status report
    - b. Highlights of the month
    - b. Emerging Issues/upcoming events
4. Discussion/Action Items:
    - a. TANF Expenditure Plan for FY 98-99 and FY 99-00
    - b Update by the American Justice Institute and Crime and Justice Research Institute, on the implementation of Program Development Evaluation System (ProDES).
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Sept. 20. Please call the office to make arrangements.)

Sept. 15, 1999

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JUVENILE PROBATION COMMISSION

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MINUTES OF SEPTEMBER 22, 1999 REGULAR MEETING

1. **Roll Call**
The meeting was called to order at 5:40 pm by Comm. Julian. Comms. Shimko, Aramburo, Jackson-Drake, Rev. Chuck were present at the gavel. Comm. Rev. Dupre arrived at 5:48 pm, Comm. Hale arrived at 5:51 pm.

2. **Review of August 25, 1999 meeting minutes**
The minutes were approved as written.

3. **Chief Probation Officer's Report:**

   a. Status report
   The Chief introduced the newly hired Ombudsman, Omar Kaleef, a former counselor at LCR. The Commission welcomed him on board. Comm. Shimko asked where the funding was coming from for the position. Currently it is being paid from Mayor's Criminal Justice Council, but it has been included in the Department's next fiscal year budget request. The position reports to Janet Medina and Johnny Miller.

   b. Highlights of the month
   The Chief reported that a number of people (youth, parents, and staff) were taken to a Giants game on Sept. 12th. On the 16th, the Vocational Programs for YGC held an Open House to show their new computer learning/GED facilities. Comm. Jackson-Drake commended John Knox and the Vocational Programs, and mentioned the certificate given to the Juvenile Probation Commission for their support of the programs.

   c. Emerging Issues/upcoming events
   On Oct. 16th there will be a Juvenile Probation family day picnic/softball game, being organized by probation officers. On or about the second week of Nov. there will be a discussion held at LCR regarding placement alternatives.
   Comm. Julian asked if there were any highlights to the statistics. The Chief said that the population is being kept below capacity, by constant attention to expediting the processing and release of youth from detention.
   Comm. Hale asked about the comparison of cases of CYA referrals, among the nearby counties, and why SF's commitments are low (due to the wider use of local alternative resources?). Also, how does SF compare to other counties in regards to out of state placements? No answer was available at the time.
   Comm. Arámburo asked about the AWOL from the hall. Medina explained that it was a delinquent return from a weekend home pass. The youth is back now.
   Comm. Julian asked about the recent stabbing death of a 14 yr old in the Mission district. The Chief said that the youth was being worked with through the CARC programs (sic) at Everett Middle School, but was not on formal probation.
   Comm. Dupré said that he had heard from a group of people from the Western Addition, which had recently visited, Log Cabin Ranch (LCR) commended the staff and work being done there. Comm. Shimko also said some colleagues of hers had spoken highly of their visit to LCR.
   The Chief commended Johnny Miller for all the work being accomplished.
   Comm. Arámburo referred to materials given to the Program Committee, which showed the extent of programs going on in LCR. (copies will be given to the other commissioners.)

4. Discussion/Action Items:
   a. **TANF Expenditure Plan for FY 98-99 and FY 99-00**
   The Chief asked to table this item until the November Commission meeting.
   Side discussion: scheduling the Nov Commission meeting to other than the day before Thanksgiving, possibly the week before (Nov. 17).
   b **Update by the American Justice Institute and Crime and Justice Research Institute, on the implementation of the Program Development Evaluation System (ProDES)**
   Chief Williams reported that the Department held a meeting with the Executive Steering Committee regarding the progress to date, and providers to get their feedback on things. Another discussion will take place Friday at the regular providers meeting.
   Deborah Alvarez-Rodriguez of the Dept of Children, Youth and Families, offered various resources through her office.
   Dr. Trish Oberweiss passed out a document and explained what it showed. She further reported that they have had discussions with the Intensive Home Based Supervision programs (IHBS), and a summary report of that is available. The TANF programs have been interviewed and a report will be done on that, and a 3rd group, the non IHBS programs will be next to be interviewed. She will look into what YGC's MIS has in place and will go to Philadelphia to look at the ProDES operations there (this will take the next few months). Some of the issues coming out in the initial inspections are how to deal with the difference between adjudicated and non adjudicated youth, since there are different needs between them.
   Dr. Harris said that already they know the program needing to be instituted here is different than the one in Philadelphia. There are different informational needs for SF vs Philadelphia so that the final product is not the ProDES program, but something else (so it should utilize a different name than ProDES).
   Some major differences. ProDES is not designed as a case management support service. Population demographics are different between SF and Philadelphia. There are different indicators that are showing up also. In SF interpersonal communications is showing strongly (between peers, youth vs school, youth vs parents) –anger management, strong interaction with peers, as reported by service providers. The cultural complexity of SF exceeds that of Philadelphia, so the interpretation of the information will have to be sensitive to that.
   Comm. Dupré reported that he met with the Community Substance Abuse Services of SF and they are excited about talking to the Chief about partnering with the Department.
   Comm. Hale asked about inclusion of information regarding the quantity and quality of contacts with parents and families. Ans: there are only quantitative inferences, no qualitative references. There are some consumer satisfaction surveys done and information from those is cycled back to different interested parties.

   The Chief mentioned that this new system will have to be able to provide information not just about the youth in the system, but about the victims, and the community also, if the Department is going to be able to see how the impact of Balanced and Restorative Justice plays out in the future. The Chief said that there should be some results available in yr 2001-2 and 2002-3 that prove the programs are working, which will be needed when TANF funding comes to an end and there needs to be replacement funds found.

Comm. Julian asked if the parents interviewed by the program are representative of the total parent pool. Yes.

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.** none
6. **Unfinished business** none
7. **New business**

Comm. Julian mentioned that he asked the Chief for information regarding Gov Wilson's juvenile crime initiative, which will be on the Nov. ballot. He asked the Chief to also provide that information to the rest of the Commissioners.

The Chief commented that it is a basically 'get tough' on juvenile crime bill, and stands a good chance of passing.

Comm. Shimko asked for a copy of the Probation Officers' position paper on this legislation.

Comm. Chuck mentioned AB 235 which is another bill dealing with youth violence, and sets up two commissions related to it. The Chief had no further information on this bill.

The Chief brought up Proposition G, on the SF ballot, which further exposes city government to public view, down to the level of administrative processes (eg. department meetings, inter departmental meetings, documents for reviewing RFPs). The discussion centered on whether it was a furtherance of good open government or a hammer over the orderly processes.

Comm. Dupré expressed his pleasure with the discussion held in Program Committee the day before, where it appears to be a number of resources ready and able to extend themselves to furthering the programs and services for LCR. Comm. Arámburo also said that she was encouraged by the discussion and commended Comm. Dupré for inviting the 4-H representatives.

Comm. Julian reported that he and Comm. Hale will be meeting with a representative from Recreation and Parks to discuss issues brought up in the Commission retreat. He invited any input from other commissioners.

Comm. Chuck said that there will need to be a Facilities Committee meeting set up.

Comm. Hale reported that at the next Program Committee meeting, there will be a discussion with Beacon Centers, as there is an investment of Department funds in their operations. He also reminded the commissioners that their ideas and energy dealing with the La Honda sites (LCR, HVR) is always welcomed.

8. **Adjournment**

The meeting was adjourned at 6:54 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

Juvenile Probation Commission
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
5:30 pm., Wednesday, October 27, 1999

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AGENDA

1. Roll Call
2. Review of August 28, 1999 & September 22, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. Status reports
    b. Highlights of the month
    b. Emerging Issues/upcoming events
4. Discussion/Action Items:
    a. Consideration and possible action to approve Program Committee recommendations for the following expenditures:
    $41,074 for "Ripple Effects:" a software and training program for teens, for use at Log Cabin Ranch, and $45,000 for use at YGC.
    $188,000 for a Performing Arts Workshop (ROPP program).
    $35,000 for Morrisania West Inc., for the Community Outreach Fund.
    $37,000 for the Juvy Java operations at YGC.
    $68,000 for the G.E.D. program in the Juvenile Probation Dept.
    $72,000 for the National Council on Crime and Delinquency to help the Juvenile Probation Dept. lay out its Strategic Plan.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Oct. 25. Please call the office to make arrangements.)

Oct. 20, 1999

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF OCTOBER 27, 1999 COMMISSION MEETING

DRAFT

1. Roll Call

   The meeting was called to order at 5:48 pm by Comm. Hale, acting President in the absence of Comm. Julian, who is out of the country. Comms. Jackson-Drake, Chuck, Dupre were present at the gavel. Comm. Aramburo arrived at 6:15 pm. Comm. Shimko was excused due to illness.

2. Review of August 28, 1999 & September 22, 1999 meeting minutes

   The minutes were approved as written.

3. Chief Probation Officer's Report:

   a. Status reports

      Chief Williams gave a short budget update. The upcoming budget for FY 2000/2001 is already being formulated. They will be doing internal dept. budget training again like they did last year, this time having the Mayor's Budget Analyst attend to answer questions. This year the process is starting a little later than last year but he is not worried. They should be on schedule.

   b. Highlights of the month

      On Nov. 9 a follow up half day meeting on the Disproportionate Minority Confinement conference will be held to go over the report from that one day conference and to discuss where to take it from here.

      Nov 11, the Health Dept. will be holding a health fair at YGC, primarily for staff and visitors.

      Nov. 16 there will be the 2nd annual community budget hearing, to allow the community to review the proposed dept. budget, and give input. Last year's hearing at the Public Library saw maybe 50 people attend and this year they will be able to see how those ideas were incorporated in this budget.

      Nov 19, as mentioned at a prior meeting, there will be a half day meeting with the Dept. of Human Services, Public Health (Community Mental Health Services), and placement contractors invited, at Log Cabin Ranch, to discuss placement alternatives. This might also explore the potential of using the Hidden Valley site in some fashion for this.

   c. Emerging Issues/upcoming events

      Recently there have been population spikes in the hall, as high as 140, and today at 119. This is a normal cycle and repeats itself at approximately the same time each year. The Dept has undertaken many measures to monitor the hall population, and will be taking other measures. The Chief talked to the Youth Law Center to see what cooperation could be had in attending to the population problem and the issue of disproportionate minority confinement.

      The Chief announced that Henrietta Lee, who works in the Supervision division, recently received recognition from the Bd of Supervisors, State Bd of Equalization, a certificate of special Congressional recognition, appreciation from SEIU local 790, and a resolution from the California General Assembly, relating to the work she has done for the union and its membership. He commented that this recognition is well deserved.

      Question: is there a need to look at the budget vis a vis the phase in costs of the new facility. Answer: yes.

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Question: what's the timeline for the facility. Answer: deadline for move-in is year 2003. There are ongoing meetings between the Hall management, Norm Cole/Dave Bishop, T. Mtambuzi, to discuss space and re location concerns.

4. Discussion/Action Items: (the following items were taken out of order)
   a. **Consideration and possible action to approve Program Committee recommendations for the following expenditures:**
   $41,074 for "Ripple Effects:" a software and training program for teens, for use at Log Cabin Ranch, and $45,000 for use at YGC.
   Alice Ray, President of Ripple Effects, was present to show how the program worked, but computer problems made it necessary to do an oral review of the program first. She covered aspects of the program, including cognitive theory, affective psychology, impulse control, and other topics. Finally it was possible to use the computer she brought to show actual processes of working interactively through a topic on the computer. The Commission was very pleased at the way it worked. Comm. Hale thanked Ms. Ray for the presentation and commended her on the exciting potential impact of the program.
   Question: are there enough computers to use this program? Answer: there is the new computer room in the YGC employment programs. And there is a computer lab at LCR.
   Question: why does Ripple Effects offer a guarantee of results? Answer: they are so sure, based on the research and testing they've done, that if certain conditions are met through the application of the program, they can guarantee that positive results will occur. This is a way of holding their own feet to the fire, but also to control the Dept to make sure it does its part the correct way. In the context of a policy of zero tolerance for violence, a published system of rewards and consequences with fairness that cannot be challenged, this program will work well.
   Comm. Dupré moved to approve the contract. Comm. Chuck seconded. The question was called and passed unanimously, 4-0.
   b. $188,000 for a Performing Arts Workshop (ROPP program).
   Bob Wertz recounted that just under a year ago they learned they had a grant from the Dept of Corrections for a project to address repeat offenders. The name ROPP turned into the Paul Robeson and Diego Rivera Academy, and within the next two weeks, the primary contractor (Performing Arts Workshop, PAW) will begin services for the youth. PAW Director, Larry Draper made a brief presentation on what they will be doingwith the kids, at YGC.
   Comm. Dupré moved to approve the contract. Comm. Chuck seconded. The question was called and passed unanimously.
   c. **$35,000 for Morrisania West Inc., for the Community Outreach Fund.**
   d. **$37,000 for the Juvy Java operations at YGC.**
   e. $68,000 for the G.E.D. program in the Juvenile Probation Dept.
   The above 3 items were grouped together as a single action, by Comm. Hale. Cheyenne Bell reviewed what the community outreach fund was for. Comm.Chuck asked about the remaining balance in the last round. Bell said that the report referred to did not contain the most up to date expenditures. With the exception of a couple hundred, the rest has been spent. She also reviewed the Juvy Java operations, and the GED program. She explained that the contract for these three expenses would be with Morrisania West, which will dispurse the other two amounts to the YGCIC accounts. Comm. Arámburo moved to approve the contract. Comm. Chuck seconded. The question was called and passed, 4-0, with Comm. Dupré abstaining due to possible conflict of interest.
   f. $72,000 for the National Council on Crime and Delinquency to help the Juvenile Probation

Dept. lay out its Strategic Plan.
Chief Williams said that this strategic plan should be a guide for what the Dept. does, acts as the source document from which the budget is developed, against which performance measures can be extracted. While the Dept. has separate understandings within various divisions, there is no single document which encompasses, and shows that. They want to have NCCD develop this document. Question: is this for a 3-5 yr projection? Answer: maybe 3 yrs is more realistic. Question: how long to complete the document. Answer: 6 mos. Question: is NCCD the only agency able to provide this? Answer: The Dept believes so. The request for sole source has passed the scrutiny of HRC. The Chief said that NCCD is also expert at pursuing alternate funding sources to support some of those things. They have special expertise in program development and implementation, so even tho the Dept is only buying a strategic planning process and document, it gets a lot more than just the plan and document. Question: Has the Chief had previous contractual arrangements with NCCD. Answer: no. The Chief never had a contractual relationship with NCCD, although he has done work with Dr. Krisberg and other people in NCCD. The Chief said that whatever difficulty NCCD had with contracts with this Dept in the past was not attributable to anything NCCD did or did not do. He said that they returned money to the Dept, not due to any fault of their own.
Question: will NCCD participate in the next Commission retreat next year to discuss this strategic plan? Answer: It is not a specific element of this contract but the Chief was sure NCCD would be willing to participate.
Comm. Hale asked that the question of rgional coordination needs to be addressed in the 3 yr plan. **Comm. Arámburo moved to approve the contract. Comm. Dupré seconded. The question was called and passed unanimously, 4-0.**

5. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.** None
6. **Unfinished business** Chief Williams said that he'd like the Ombudsman to give a report in subsequent Commission meetings. This will begin with the Nov. meeting.
7. **New business**
Comm. Hale announced a townhall meeting at the Bayview Hunter's Point Opera House, on Oct. 28. Mayor Brown and Supervisor Yee will be in attendance.
He further commented that last week he had heard of the passing of Jean Jacobs, the founder of Coleman Advocates. He said that Coleman plays an extremely important role in raising issues that concern youth, families, and children in SF. And in light of the vision that Jean Jacobs had to address policy in the City and State level, which has born much fruit that we all benefit from, he asked to adjourn the meeting in her memory.
8. **Adjournment**
9.

The meeting was adjourned in the memory of Jean Jacobs, at 7:15 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

89

11/17/99

Notice of Change in Time and Place For the Regular Monthly Meeting of

THE JUVENILE PROBATION COMMISSION

For November 1999

Juvenile Probation Commission
City Hall Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
5:30 pm., Wednesday, November 17, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

Juvenile Probation Commission
City Hall, Room 408
89 **1 Dr. Carlton B. Goodlett Place**
San Francisco, CA 94102
5:30 pm., Wednesday, November 17, 1999

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AGENDA

1. Roll Call
2. Review of October 27, 1999 meeting minutes
3. Chief Probation Officer's Report:
    a. Status reports
    b. Highlights of the month
    b. Emerging Issues/upcoming events
4. Discussion/Action Items:
    a. Consideration and possible action to approve the Finance Committee's recommendation on the Dept.'s FY 1999-2000 Supplemental Budget Appropriation request for TANF expenditures.
    b. Consideration and possible action to endorse the Impact Program at the Ingleside Police Station. (Presentation by Officer Ed Collins)
    c. Presentation by the Department of Children, Youth and Families, on the draft 2000-2001 Children's Services Plan.
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business
7. New business
8. Adjournment

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Nov. 15. Please call the office to make arrangements.)

Nov. 12, 1999

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MINUTES OF NOVEMBER 17, 1999 REGULAR MEETING

1. *Roll Call*

   The meeting was called to order by Comm. Julian at 5:45 pm. Comms. Jackson-Drake, Shimko, Aramburo were present at the gavel. Comm. Hale arrived at 6:05 pm. Comm. Chuck was excused. Comm. Dupre was excused.

2. *Review of October 27, 1999 meeting minutes*

   There was not a quorum of Commissioners present, who had attended the Oct. meeting, so review of the minutes was tabled.

3. *Chief Probation Officer's Report:*

   Asst. Chief Tucker gave the report for Chief Williams.

   a. *Status reports*

      Asst. CPO Tucker introduced a new intern for the "Spirit Life" program in Juvenile Hall, who briefly reviewed what he was doing. His primary target currently is dealing with first time offenders. They are trying to start a "first timers" group but one of the problems is that many of these detainees are kept in Juvenile Hall for very short periods of time and he doesn't get a chance to talk to them before they're gone. There is currently another intern who works exclusively with B-5 detainees. They are developing a team of volunteers to do follow-up counseling to supplement what they are able to do. They have about 11 volunteers in the works now. The issue of coverage and availability to every youth was framed as a funding issue. There is not enough money to have these interns there fulltime.

      Omar Kahliff, the Ombudsman, gave a very short report, saying that the numbers of grievances have dropped from Sept. to Oct. and continue to be low in Nov (only 6 filed to date). Comm. Shimko noted that there is a preponderance of grievances from B-4. Kaliff said that there were counselors denying detainees their rights to the school program and religious services. He said this was referred to Janet Medina. All assured the Commission that there is no further problem now.

      Asst. CPO Tucker introduced Sheila Arcelona and Trish Oberweiss, who reported on their visit to the ProDes program in Philadelphia. Philly is using ProDes with about 100 programs, mostly residential placement programs. It has been very useful in developing and allowing them to analyze data on services, types of youth and crimes, and to geo-map the intersection of all three. Oberweiss reported that their system is heavily computerized where reports and invoicing are done via computers. Much of the data input is done by the CBOs. This will be one goal for the SF program. While the program will be modified for the Dept's purposes, there should be useful data obtained from much of the protocol used in Philly, which can be pretty much transferred here. Sandy Clayborn, Director of MIS for the Dept recommended buying the program ("source code") from the American Justice Institute, and making modifications locally to fully meet the Dept.'s needs.

      The timeline for fully implementing the ProDes program is 3 yrs from Feb. 99.

   b. *Highlights of the month*

      Asst. CPO Tucker mentioned that SF has the lowest avg daily population of the juvenile halls of surrounding counties.

She gave a status report on the Nov. 3 escape from B-5. New security measures are being introduced. The fence is resecured. Perimeter patrols are starting. A declaration of emergency was declared at the youth studies center, to re-direct $90K earmarked for security equipment which will allow the Dept. to use monies fromhe FY99-00 budget (including about $130K from the capital improvement budget). Question: where is the $90K from? General funds? Answer: from '97-98 FY budget. She described various new traffic impediments to be installed to control access/egress.
Comm. Arámburo asked if the numbers of youth on PC 707 charges are high, or normal. Janet Medina said that they are not necessarily high. Question: how is the community informed about issues/occurrences at YGC, eg. the escape. Answer: the Dept will be going to community meetings.
Question: what is the protocol for making information available? The Commission asked the Dept for a concise description of this. Asst. CPO Tucker said that she would do the research on this issue.

c. *Emerging Issues/upcoming events*
Asst. CPO Tucker reported that the community budget hearing held last night was good and much feedback was gotten.
Y2K planning will be completed within the next two weeks.
The Dept. holiday party will be held Dec. 17 from 11:30am – 3:30pm

4. *Discussion/Action Items:*

a. ***Consideration and possible action to approve the Finance Committee's recommendation on the Dept.'s FY 1999-2000 Supplemental Budget Appropriation request for TANF expenditures.***
Comm. Shimko briefly recounted what the Fnance Committee reviewed, and mentioned the one outstanding question they had; the Beacon Ctrs funding. Sandy Brown-Richardson reviewed that it is a revised plan of an already approved budget. She pointed to various line items, but left it pretty much as presented in the Finance Committee (the document showing the line items, and the Committee meeting minutes are available from the JPC office).
Comm. Shimko noted that there is a reduction in positions attached to the CARC program.
Asst. CPO Tucker said that the original amount given to the Beacon Ctrs from the TANF plan was $350K, but then it was bumped up another $100K. There were no stipulations attached. She said that after discussions with the DCYF, the Dept is satisfied that the money was well spent. There remained $93K unspent of the original. Comm. Jackson-Drake asked how the Dept came to just allocate such a large sum to a program without specifications for spending? How does the Dept. know beforehand if the money is being well spent?
Tucker said that the Dept wanted to support the start up of a new Beacon Ctr, but Comm. Jackson-Drake asked what were the compelling reasons for this.
Comm. Arámburo reviewed that the Coordinating Council for the TANF spending plan had discussed this topic, and recalls that it was their decision to help support the operational development of Beacon Ctrs. Cheyenne Bell said that '98-99 was the first time the Dept. allocated funds to the Beacon Ctrs., at $100K per new center. She said that the additional $150K was added to support extant centers.
Comm. Hale suggested that this topic be revisited and re-presented by the SFUSD. Deborah Alvarez-Rodriguez, Director of the Dept of Children, Youth and their Families, described some of the things they are doing to improve the accountability to the Dept. as to expenditures of the TANF allocations. One of them is that Chief Williams has been added to

the steering committee which oversees the operation of the Beacons. Another is the new accounting processes in the DoCYF, which track specific pots of monies.

Comm. Julian suggested that another presentation be given to the full Commission regarding the operation of the Beacons, the relationship to the DoCYF, and the Probation Dept.'s objectives. Ms. Alvarez-Rodriguez welcomed that opportunity.

Comm. Hale raised a question regarding communications between DoCYF and the Bayview/Hunters Point Beacon. Ms. Alvarez-Rodriguez said they recently had a meeting with that Center and there is an open line of communications.

PUBLIC COMMENT: Maria Duarte spoke regarding grievances of youth (her son) in B-5, and how she is treated by staff (rudely) when she raises her concerns. She said even a call to Chief Williams has not been returned. Comm. Arámburo referred her to the Ombudsman. She also asked Ms. Medina regarding the level of Latino/Latina staffing in B5. Answer: about 3Ms. Duarte also said she'd prefer a male PO for her son since he needs a strong male figure to learn from.

Comm. Julian thanked her for her comments and assured her that the Commission was concerned, and will make sure that it is addressed.

Comm. Shimko moved to approve the Supplemental Budget Request, as presented. Comm. Jackson-Drake seconded. The question was called, and upon voice vote, passed unanimously, 6-0.

b. *Consideration and possible action to endorse the Impact Program at the Ingleside Police Station. (Presentation by Officer Ed Collins)*

Officer Collins asked to remove this item from the agenda.

c. *Presentation by the Department of Children, Youth and Families, on the draft 2000-2001 Children's Services Plan.*

Ms. Alvarez-Rodriguez stated that by City Ordinance, her office is required to present the Children's Services Plan to various departments, for review and comment, in addition to the public hearings already held. This is still in the stage of comment and revision, but she briefly laid out the overall framework of the plan. The Dept of Children, Youth, and their Families has expanded its focus to one of building the capacity of parents and neighborhoods, business, CBOs, to promote the healthy development of children.

The Dept has created an outcome based model with accountabilities. They are helping to develop innovative and collaborative programs in neighborhoods. Additionally, they give direct grants to various depts. (eg. $194K is given to Juvenile Probation).

They have adopted 4 benchmarks for measures of successful service. 1) children are healthy 2) they are ready to learn and succeed in school 3) they have safe and supportive communities and 4) they are willing to contribute to the growth and development of the city. She described a joint effort between their office and the SFUSD to address truancy, and their interest in school based health services.

Some of the parameters they use in deciding their funding priorities are: how their funds will leverage additional support (to areas where there are limited categorical funds), how they can influence cross cutting departmental work (eg. childcare), how they can mobilize community networks, how their contributions can be unique.

She handed out a pamphlet developed by a group of young girls who did a survey and evaluation of programs, as an example of what her office is encouraging –accountability and involvement from the participants (young or old).

She enumerated the Dept.'s recommendations for the next two years of funding.

1) citywide framework 2) adopt the 4 benchmarks mentioned above 3) select indicators that will show the outcomes of those benchmarks 4) focus on core funding principles for the next RFP 5) use the Children's funds to cover areas that are not covered by categorical funding 6) to make sure all San Francisco neighborhoods have access to the Children's funds. 7) assure the fund distribution reflects gender equity. 8) Train CBOs and give technical assistance (eg. they have an MIS person who continuously trains CBO staffs on computer needs... all their invoicing is now done via computer) 9) use Children's funds to encourage innovation. Comm. Arámburo commended her on the low administative cost of her office. Comm. Hale asked expressed his concern for the ongoing issue of violence and what the Children's fund would be doing. Ms. Alvarez-Rodriguez reviewed some of the things they did: "increase the peace" day, involving all schools (public and private), developing a joint curriculum, holding teach-ins, and holding a rally outside of city hall. They will be doing these things again next year.

They are in a joint task force with the MTA to determine the transportation needs of people to enable access to services/programs. Comments and questions were welcomed by Ms. Alavarez-Rodriguez. There were none. Comm. Julian thanked her for her concise and clear explanation of the plan.

4. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*

Comm. Hale commented that he is concerned regarding the situation of the young boy in Michigan convicted as an adult and how it reflects a growing extreme view on juvenile punishment. Comm. Julian also expressed his concern and recalled that this was a topic of concern raised in previous meetings and that it (the "Wilson Initiative", SB 334) was to be calendared for discussion in a subsequent meeting. The Chief was to do a presentation on that. Comm. Julian reminded the Secretary to include this in the next meeting agenda.

5. *Unfinished business*

none

6. *New business*

The issue of December's meeting, and the need for it. Comm. Julian suggested a wait before making a decision to cancel, to see if any pressing situation arises which demands action.

8. *Adjournment*

The meeting was adjourned at 7:49 pm.

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JUVENILE PROBATION COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DAMONE HALE, VICE PRESIDENT
ELEAZAR ARAMBURO
REV HARRY CHUCK
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CHIEF PROBATION OFFICER

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NOTICE

Friends and colleagues:

This is to inform you that there will be no meetings for the Juvenile Probation Commission for the month of December, 1999.

The Commission thanks you for your positive contributions to the continuing struggle to improve our juvenile justice system, and acknowledges that they have been offered in an open spirit of cooperation and collaboration, for the benefit of our young people, their families, and communities throughout our city.

The Commission is committed to supporting your efforts, and the Department's as we look toward the new millennium and a new landscape of Restorative Justice.

The Commission wishes you and yours the best of health, and peace during these holiday times, and a safe foray into the new year, and looks forward to our continuing work together.

Happy Holidays!

Don Chan, Executive Secretary,
for The Juvenile Probation Commission

375 WOODSIDE AVE SAN FRANCISCO, CA 94127 415 753 7870 FAX 415 753 7826

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

26/ NOTICE OF REGULAR MEETING

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Juvenile Probation Commission
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
5:30 pm., Wednesday, January 26, 2000

26/00

## AGENDA

1. Roll Call
2. Review of October 27, and November 17, 1999 meeting minutes (ACTION)
3. Chief Probation Officer's Report: (DISCUSSION)
    a. Status reports
    b. Highlights of Nov/Dec 1999
    b. Emerging Issues/upcoming events
4. Discussion/Action Items:
    a. Presentation of commendation to former Commissioner, Terry Landini-Brennan.
    b. Consideration of, and possible action on Program Committee's recommendation to contract with the American Justice Institute in the amount of $179,000 for the continued implementation of ProDes. (ACTION)
    c. Dicusssion on the "Criminalization of Youth." For example, Prop 21 (the Wilson juvenile crime initiative). (DISCUSSION)
    d. Proposal for revised contracting process. (DISCUSSION)
    e. Discussion of election of officers. (DISCUSSION)
5. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. Unfinished business (DISCUSSION)
7. New business (DISCUSSION)
8. Adjournment (ACTION)

(If there are documents relating to agenda items, they will be available for public review in the JPC office, by Jan. 24. Please call the office to make arrangements.)

Jan. 20, 2000

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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Monday, January 24, 2000 11:49 AM To: main library From: Juvenile Probation (415)753-7826 Page: 1 of 1

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Note: Friends, Please note the addition of item (c) below to the Jan. 26 meeting of the Juvenile Probation Commission. Thank you.

c. Consideration of, and possible action on Facilities Committee's recommendation to approve the Dept's FY 2000-2001 Capital Improvement Budget. (ACTION)

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26/00

MINUTES OF JANUARY 26, 2000 REGULAR MEETING

Held in Rm. 400, City Hall, at 1 Dr. Carlton B. Goodlett Place, San Francisco

1. **(ACTION) Roll Call**
The meeting was called to order by Comm. Julian at 5:38 pm. Comms. Aramburo, Shimko, Chuck were present at the gavel. Comm. Hale and Jackson-Drake arrived at 5:44 pm. Comm. Dupre was absent.
Comm. Julian began the meeting by wishing all present a happy, healthy and prosperous new millennium.
2. **(ACTION) Review of October 27, and November 17, 1999 meeting minutes**
As there was no quorum of Commissioners present who were in attendance at the Oct. 27 meeting, action on the minutes was deferred. On motion, seconded and carried, the minutes of Nov. 17, 1999 were approved as written.
3. **(DISCUSSION) Chief Probation Officer's Report:**
    a. **Status reports**
    b. **Highlights of Nov/Dec 1999**
    c. **Emerging Issues/upcoming events**

    Chief Williams reported that because of the passage of Prop. G, topics to be covered in reports by the CPO need to be much more specifically noted on the agenda, so it would not be advisable to speak about things now that were not agendized for tonight's meeting. He stated that he would come up with a list of items that he might touch on at each meeting and have the Commission review it to note what they would like included. For tonight, he only mentioned that there would be a status report on the ProDes project.
    Comm. Shimko noted with approval that the numbers (admission, referrals to CYA, detentions, etc.) for year 1999 were all generally lower than those for 1998, which indicates an improved situation.
    Deputy City Attorney John Kennedy commented that the monthly report was part of the materials made available to the public. He reviewed the specific language from Prop. G, to clarify the parameters for presenting and discussing topics at meetings.
    Comm. Shimko asked if the monthly report is a regular item, is it within the parameters for discussion? Answer: yes. If specific months are mentioned.
    Comm. Arámburo asked about incident reports for the hall and what the character of the contraband was. J. Medina did not have the specific information asked, but said that most of those incidents occurred at admission.

3. a. **(ACTION) Presentation of commendation to former Commissioner Terry Landini-Brennan.**
Comm. Julian stated that Ms. Landini-Brennan was unfortunately unable to be here for the presentation, due to personal, and health reasons. Supervisor Leland Yee had also expressed a desire to attend if she had been here. Comm. Shimko read the language of the resolution into the record (attached to minutes). The original resolution was passed in August of 1999. Comm. Julian directed the Commission Secretary to make sure the certificate reached Ms. Landini-Brennan.
b. **(ACTION) Consideration of, and possible action on Program Committee's recommendation to contract with the American Justice Institute in the amount of $179,000 for the continued implementation of ProDes.**
Comm. Hale corrected the amount stated for the contract. The correct amount is $197,000. He yielded to Dr. T. Oberweis for a report. Oberweis reviewed that the project is moving along

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

very well, with no serious problems. They are on schedule. They hope to do a test of the evaluation instrument, using 8 to 10 programs, in April, and be able to do a total data collection process beginning in July. Chief Williams stated that this coming Monday, the Executive Steering Committee will be meeting to review the progress and make sure the course is set appropriately. He noted that Comm.Dupre is a member of that committee. He further reported that they are looking to hire a research associate, to be a liaison between the Juvenile Probation Department and Dr. Oberweis, in preparing for the incorporation of ProDes into the intrinsic department operations. Dr. Oberweis again offered to include the concerns of the Commission in the development of the process. Comm. Chuck reiterated that he wanted the Commissioners to be surveyed about this issue.

It was stated that TANF contractors are included in the population of participating CBOs for the evaluation.

On motion by Comm. Hale, seconded by Comm. Chuck and carried, the Commission approved the $ 197,000 contract with the American Justice Institute, 6-0.

c. (DISCUSSION) Discusssion on the "Criminalization of Youth." For example, Prop 21 (the Wilson juvenile crime initiative).

Comm. Julian stated that upon advice of counsel, any discussion must be done in a balanced manner, without a position being taken by the Commission. He noted that the Bd of Supervisors passed a resolution in opposition to Prop. 21.

He asked the Commissioners to comment on what he felt was a trend in society toward the harsher treatment of youth offenders.Deputy City Attorney John Kennedy said that if the Commission wanted to refer to a case of a 10 year old in Michigan, brought up previously in past discussions, it would be okay, but to steer away from using the topic to advance a position on an election or ballot measure.

Chief Williams read the statement of the Secretary of State that appears in the voters handbook. Comm. Arámburo asked if the initiative would do away with 707 hearings. Counsel advised not to pursue general questioning along these lines. Comm. Arámburo said her concern was that the impact of the initiative would be to increase the need for high level, longer term, secure lock up for youth awaiting adult court, and what the Department has to do to prepare for this. The increased use of gang affiliation charges would possibly impact both the hall and LCR. Counsel further advised that much more discussion might lead to imbalance in presentation. Comm. Julian asked if Kennedy could find people to come before the Commission to present both sides. He responded that he might be able to. Comm. Hale commented that he believed the Commission directly responsible for knowing what the implications and impact the proposition would have on the running of this Department. He wondered if the Attorney General could be enlisted to give an analysis to the Commission. Comm. Julian agreed that what Comm. Hale brought up -the consequences of the bill—are of critical importance to the Commission and Department. J. Kennedy said that such a discussion might be bettered held after the Nov. ballot. Comm. Shimko referred to a portion of Kennedy's memo to the Commission, which she interpreted to allow the Commission a discussion to investigate and evaluate the potential impact of the ballot measure on city operations.

Comm. Arámburo said that the bill would surely impact the ultimate design and plan for the new juvenile facility. Comm. Shimko repeated that possibly under the portion of the memo she read from, the Commission could direct the Department to investigate and present a case for the impact of the bill on the Department. J. Kennedy emphasized presenting both sides (pro and con) of it. Comm. Hale said that this was not his intent. His was to understand the administrative impact on the Department eg. financial costs, staffing, resources, programming, facilities. etc.

Comm. Julian recalled the case of the 10 yr old who was tried as an adult. He asked J. Kennedy if he could pose the question for discussion of whether society should treat a 10 yr old as an adult. Kennedy repeated that such a question should not make reference to the ballot measure.

Comm. Julian asked rhetorically whether trial by peers on juries would allow the involvement of 10 yr olds, adjudged to be adults? Or maybe a 10 yr old judge?

Comm. Julian asked this topic to be put on a future agenda.

d. (DISCUSSION) Proposal for revised contracting process.

Chief Williams reviewed that in past contracting activities, it became clear that there needed to be a consistent and commonly understood process for contracting (the number of contracts entered into by the Department has jumped five fold). *** The document discussed is available from the JPC office. But basically: Sandy Brown-Richardson referred to pg 1, explaining that contract thresholds have been raised to $75K. On pg.2, for sole source contracts the threshold has been raised to $75K.

Another condition for contracts is that if the amount is over $50K, then a public hearing is required. Personal services contracts (consultants) over $75K would go before the Commission for approval.

Comm. Shimko referred to #4 which states that after a panel selects a contractor, it is awarded. This is not so. The Commission must approve it before an award is made. On another point, she asked why pg 1, #5 says contracts first come to the Commission for approval, and then contracts are drafted and come to the Commission for approval to enter the contract. This seems to be the same for sole source contracts (steps 1 and 6). What is the potential of a consent calendar for such actions? Can we work with the City Attorney's office to streamline this process? Comm. Shimko said that it seems unecessary for the Commission to approve contracting with someone, and then having to come back and approve the final contract. Question: do we need a resolution for such actions? Or is it adequate to just reflect the action in the Commission minutes. For sole source contracts, the process should follow established rules. Having a resolution allowing the Chief to enter into contract with (x and y) would be adequate, so the Commission wouldn't have to re visit the contract for action at the end of the process.

e. (DISCUSSION) Discussion of election of officers.

This was just noted as a reminder that the Commission will hold elections at their February meeting. There was no further discussion.

4. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   There was no public comment.
5. **(DISCUSSION) Unfinished business**
   Comm. Julian pondered the appropriateness of this unspecific item. J. Kennedy said that if there were items of unfinished business, they would have to be listed out.
6. **(DISCUSSION) New business**
   Comm. Shimko raised the same question regarding this item, and whether it could be listed as Requests for future agenda items, and announcements. Kennedy said that without discussion, it would be okay. And about announcements? Answer: if they do not entail Commission business, it would be okay.
8. **(ACTION) Adjournment**
   The meeting was adjourned at 650 pm.

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JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL MEETING

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Juvenile Probation Commission
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
8:30 AM. Friday, February 4, 2000

AGENDA

1. (ACTION) Roll Call
2. Discussion/Action Items:
3.
    a. (ACTION) Consideration of, and possible action on Facilities Committee's recommendation to approve the Dept's FY 2000-2001 Capital Improvement Budget.
    Explanatory document: FY 2000-2001 Capital Improvement Budget
4. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
5. (ACTION) Adjournment

*** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Jan. 31 . Please call the office to make arrangements.)

Jan. 28, 2000

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF FEBRUARY 4, 2000 SPECIAL MEETING

Held in rm. 440, City Hall, at 1 Dr. Carlton B. Goodlett Place, San Francisco

1. **(ACTION) Roll Call**
   The meeting was called to order by Comm. Julian at 8:36 am. Comm. Chuck, Dupre, Shimko were present at the gavel. Comm. Aramburo arrived afterward. Comm. Jackson-Drake was excused. Chief Williams, Sandy Brown-Richardson, Norm Cole were present for the Dept.

2. **Discussion/Action Items:**
   a. **(ACTION) Consideration of, and possible action on Facilities Committee's recommendation to approve the Dept's FY 2000-2001 Capital Improvement Budget.**
      Comm. Chuck reviewed what was done in the Facilities Committee (minutes available from the JPC office). This item was inadvertently left off the agenda for the most recent full Commission meeting, so needed to be acted upon today. Comm. Chuck noted that this document was valuable as a reference as it lists all priority projects within the Dept. Chief Williams commented that this budget does not include any projects related to Juvenile Hall. Even so, this year's budget is at the $880K level. Comm. Shimko asked how this budget request ranks with previous ones and also previously approved amounts. Sandy Brown Richardson reported that previous average approvals were around $500K.
      There were no other comments. There were no public comments. **Upon motion by Comm. Chuck, seconded by Comm. Dupré, and carried, the Commission approved the proposed budget, 5-0.**

3. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   There was none

4. **(ACTION) Adjournment**
   The meeting was adjourned at 8:46 am.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

Juvenile Probation Commission
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
5:30 pm., Wednesday, February 23, 2000

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review of October 27, 1999, January 26 & February 4, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
    a. Status reports
        1. Changes to Monthly Report
        2. Name Change of San Francisco ProDES project to PrIDE
        3. DMC/Population Management Project Affirmative Response from Youth Law Center
        4. Implementation of Strategic Planning process with NCCD
    b. Highlights from last Commission meeting to present.
        1. Proposition 21 Press Conference -- 2/17/00
        2. Tour of juvenile facilities on 2/8 - 2/11/00, Lane County (Eugene, Oregon), Multnomah County (Portland, Oregon), Pierce County (Tacoma, Washington), Snohomish County (Everett, Washington), King County (Seattle, Washington)
        3. CPO presentation at Police community meetings (1/25/00 -Mission Station, 2/15/00 -Ingleside Station, 3/2/00 -Bayview Hunters Point Station)
        4. Tour of Juvenile Hall by Civil Grand Jury on 2/18/00
        5. SF Juvenile Probation Dept. membership on Beacon Centers Steering Committee
    c. Emerging Issues/upcoming events
        1. Implementation of Project Impact (Challenge II) RFP issued 1/21/00. Deadline for submission, 2/18/00 **explanatory document (attached timetable)
        2. Management Planning Retreat on 2/24/00, at West Bay Conference Center
        3. Judge Hanlon and students to visit Juvnenile Hall on 2/29/00, at 6:30 pm.
        4. CPO to deliver keynote address at Pennsylvania Commission on Crime & Delinquency Statewide Conference, in Philadelphia, 3/20/00

4. a. (ACTION) Election of new Officers
    b. (ACTION) Consideration and possible action on Finance Committee's recommendation regarding the Department's FY 2000-2001 budget.
    **explanatory document: Department's proposed budget.
    c. (DISCUSSION) Presentation by the SF Beacon Centers on their operations and programs.
    d. (ACTION) Decision on the site of the March Commission meeting.

5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (DISCUSSION) Announcements, requests for future agenda items.
7. (ACTION) Adjournment

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** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Feb. 22 , or at the Commission meeting. Please call the office to make arrangements.)

Feb16, 2000

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Juvenile Probation Commission
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JUVENILE PROBATION COMMISSION

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MINUTES OF FEBRUARY 23, 2000 REGULAR MEETING

Held in Rm. 400, City Hall, at 1 Dr. Carlton B. Goodlett Place, San Francisco

1. **(ACTION) Roll Call**
   The meeting was called to order at 5:45 pm by Comm. Julian. Comms. Shimko, Chuck, Jackson-Drake were present at the gavel. Comms. Aramburo, Hale arrived at 5:58 pm. Comm. Dupre arrived at 6:30 pm.
2. **(ACTION) Review of October 27, 1999, January 26 & February 4, 2000 meeting minutes**
   Comm. Julian deferred action on the Oct. 27 minutes until there was a quorum of Commissioners who were present at that meeting. The minutes of Jan. 26, and Feb. 4 were approved. Subsequently, later in the meeting the minutes of Oct. 27 were also approved.
3. **(DISCUSSION) Chief Probation Officer's Report:**
   a. **Status reports**
      1. **Changes to Monthly Report**
         Chief Williams explained that there were mistakes in certain pages of the monthly report, necessitating the amended portion passed out at the meeting. He also pointed out that pgs 4-14 have a different format for certain stats. He asked the Commission to appoint a Commissioner to work with the Chief in previewing what stats should be included in the monthly report. Comm. Julian asked the Secretary to remind him of this later.
         Comm. Shimko asked if the average length of detention has increased. Answer: yes, due to the changing profile of detainees. Over half of the days of care are due to a small number of youth awaiting placements. The overall trend of admissions is flat.
         Comm. Julian asked about grievance in Jan. He asked for a clarification in the table. O. Khalif explained the asterisks.
         Comm. Jackson-Drake asked why the participant levels in the IHBS programs were lower than before, especially in the VYDC and Samoan programs. There was no specific answer.
         Comm. Shimko asked about the low numbers at LCR. The Chief could not explain why the court has not referred appropriate youth to the ranch. The Chief said he will be meeting with court officers next week about this.
      2. **Name Change of San Francisco ProDES project to PrIDE**
         The Chief said that the ProDES name is one which is used in Philadelphia, so for SF. they've decided to change it to Program Information for Development and Evaluation.
      3. **DMC/Population Management Project Affirmative Response from Youth Law Center**
         The Youth Law Center has agreed to work with the Dept. in dealing with the issue. The Dept will be developing a contract with Youth Law Center to proceed. Possibly in March the Commission will be asked to approve that contract.
      4. **Implementation of Strategic Planning process with NCCD**
         The Chief said that he will be introducing Dr. Barry Krisberg of NCCD, shortly, but said that the contract with them started officially Feb. 1.

   b. **Highlights from last Commission meeting to present.**
      1. **Proposition 21 Press Conference -- 2/17/00**
         Participated in a press conference in front of the Hall of Justice, in opposition to Prop. 21.
         Comm. Julian was reminded of the Chief's comment at the press conference, that if in fact a law like Prop 21 were in effect when Comm. Julian was a youth, that perhaps he wouldn't be sitting in his present position on the commission, as well might be said for District Attorney Hallinan and his office.
         Comm. Hale recalled that at the previous commission meeting, the question of Prop 21's impact on the Dept was posed. He asked if it would be appropriate to discuss this before

the balloting took place. Deputy City Attorney John Kennedy said that it could be discussed if brought up in a balanced, pro and con format.

Comm. Hale asked if there has been an analysis of the impact on San Francisco. The Chief said no, but it will be unique in San Francisco due to the District Attorney, who he pictured as not inclined to follow the dictates of the proposition. The Chief felt that the impact would probably be much less in SF than for the rest of the state.

2. **Tour of juvenile facilities on 2/8 - 2/11/00, Lane County (Eugene, Oregon), Multnomah County (Portland, Oregon), Pierce County (Tacoma, Washington), Snohomish County (Everett, Washington), King County (Seattle, Washington)**
   A number of reps from the Dept, the Mayor's office, and the design team, spent 3 days looking at other facilities.
   Comm. Arámburo asked what the capacities of the Seattle facility were, and what their area population was. It was not specifically known. The Chief said that after the visits, he appreciated the work that staff did here in an outmoded facility.
3. **CPO presentation at Police community meetings (1/25/00 -Mission Station, 2/15/00 -Ingleside Station, 3/2/00 -Bayview Hunters Point Station)**
   The Chief said that the exchanges at the various meetings were positive and a lot was learned by both sides.
4. **Tour of Juvenile Hall by Civil Grand Jury on 2/18/00**
   The Chief reported that the Civil Grand Jury did a much more conscientious tour this time. The Chief and others in the dept. spoke with them, and they should be issuing their report in May or June. Two members who did the tour: Katherine Ringgold, David Sahagan.
5. **SF Juvenile Probation Dept. membership on Beacon Centers Steering Committee**
   The Chief reported that this committee is composed of, among others, funders to the Beacon Initiative, and since the Dept. gives financial support to them, was asked to sit on it. This body gives direction to the Centers.

c. Emerging Issues/upcoming events

1. **Implementation of Project Impact (Challenge II) RFP issued 1/21/00. Deadline for submission, 2/18/00**
   This is progressing smoothly. Proposals will be reviewed soon.
2. **Management Planning Retreat on 2/24/00, at West Bay Conference Center**
   The Dept is holding the retreat tomorrow, one of the topics to be discussed; the strategic planning process. Commissioners are invited to attend.
3. **Judge Hanlon and students to visit Juvnenile Hall on 2/29/00, at 6:30 pm.**
   This is a yearly event, with the judge bringing his law students to visit.
4. **CPO to deliver keynote address at Pennsylvania Commission on Crime & Delinquency Statewide Conference, in Philadelphia, 3/20/00**
   The Chief will give the keynote and participate in a workshop on DMC.
   At this point, the Chief introduced Dr. Barry Krisberg, of NCCD, and he gave a short presentation on what NCCD will be doing with the Dept. in developing the Dept. Strategic Plan. The process will be based on extensive focus groups, both in and outside of the Dept., and will emphasize inclusiveness. The Chief and Assist. Chief will be the contacts for this project. Comm. Julian welcomed Dr. Krisberg "onboard".

4. a. (ACTION) Election of new Officers

Nominations were opened for officers. Comm. Shimko nominated both Comm. Julian and Comm. Hale for second terms in their current offices. Comm. Jackson-Drake seconded. Comm. Hale expressed his excitement over the good work being done in the Dept and on the Commission and the positive working relationship between he and Comm. Julian. He accepted the nomination. Comm. Julian also expressed his pleasure at the positive advancements made in the Dept. and the excellent work of the Commission in setting this direction. He felt that both were making a great difference in quality of service to youth in San Francisco. He accepted the nomination. **Upon motion by Comm. Chuck to close the nomination, seconded, and passed, the nominations of Comm. Julian as President, and Comm. Hale as Vice President, were approved, 7-0.**

b. **(ACTION) Consideration and possible action on Finance Committee's recommendation regarding the Department's FY 2000-2001 budget.**
Comm. Shimko reviewed how the Finance Committee met and discussed the basic budget. It is a baseline request, having very little difference from the past two years. (for fuller description of discussion, see Finance Comm minutes of Feb. 16) Comm. Jackson-Drake mentioned that there will be an impact on the Dept. budget due to the assumption of costs from any future MOU contract settlements. Sandy Brown-Richardson said that this would possibly amount to about $550K. MOUs are negotiated at various times through the year (not all at one time). There are approx. 6 different unions involved. Question: can salary savings be used to offset this cost? Answer: there are some salary savings but they are alrady used to offset some OT. The Chief said that they are now developing an expenditure management plan, but so far, they anticipate a deficit this year due to the OT. Brown-Richardson mentioned added "new" costs due to the increased civil service testing for new personnel, of test proctors. They have used about $20K so far, and expect up to $30K for the year. Question: are increases to the CBOs included in the one time cost only budget. No. Comm. Hale was concerned that the budget document did not have language which said that the Pride program was to help CBOs also. **Upon motion by Comm. Shimko, seconded, and passed, the Dept. 2000-2001 budget proposal was approved, 7-0.**

c. **(DISCUSSION) Presentation by the SF Beacon Centers on their operations and programs.**
Sam Piha, Administrative Director of the Beacon Initiative, took ill and had to postpone his presentation. He will be re-scheduled for the next meeting.

d. **(ACTION) Decision on the site of the March Commission meeting.**
The Secretary was directed to look into setting up the next Commission meeting in the Western Addition, at the Beacon Ctr site (Ben Franklin Middle School).

5. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
There was none.

6. **(DISCUSSION) Announcements, requests for future agenda items.**
Comm. Arámburo congratulated the City Attorney's office for obtaining the "tobacco money."
Comm. Hale said that it would be important, if Prop. 21 passes, to have a clear understanding of the impact it will/might have on the Dept. and asked that in such case, it be placed on the Commission agenda for discussion.

7. **(ACTION) Adjournment**
The meeting was adjourned at 6:54 pm.

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Notice

The next regular monthly meeting of

the Juvenile Probation Commission

will be held away from City Hall,
at
Benjamin Franklin Middle School
1430 Scott St. @ O'Farrell St.

5:30 pm. Wednesday, March 22, 2000.

An agenda will be posted at a later date.

The public is cordially invited to attend and raise any issues concerning juvenile justice in San Francisco that it would like the Commission to hear.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

Juvenile Probation Commission
Ben Franklin Middle School
1430 Scott St. @ O'Farrell St. (Enter school grounds from O'Farrell St.)
San Francisco, CA 94115
5:30 pm., Wednesday, March 22, 2000

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review of February 23, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
    a. Status reports
        1. SF Juvenile Probation Department support of Mayor's Summit for Women
        2. Ombudsman's report
        3. Assignment of additional probation officers to Community Assessment & Referral Center
    b. Highlights from last Commission meeting to present (**Explanatory document: Feb. monthly report)
        1. Employee recognition : Rhonda Hutchings, PO
    c. Emerging Issues/Upcoming Events
        1. Youth Media Exchange Day : Saturday, April 29, 2000, at Juvenile Hall

4. (DISCUSSION) Impact of Prop. 21 on the Juvenile Probation Department operations
   Speakers: James Bell, Esq., Youth Law Center; Youth Commissioners: June Strohlin, Kareem Ervin; Jessica Smith.

5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

6. (DISCUSSION) Announcements, requests for future agenda items.
7. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Mar. 20 , or at the Commission meeting. Please call the office to make arrangements.)

Mrch 15, 2000

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The public is cordially invited to attend and express its opinions on issues of juvenile justice in San Francisco, especially with respect to recently passed Proposition 21.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

DRAFT

MINUTES OF MARCH 22, 2000 REGULAR MEETING

Held at Ben Franklin Middle School 1430 Scott St. @ O'Farrell St San Francisco, CA 94115

1. **(ACTION) Roll Call**
   The meeting was called to order by Comm. Julian at 5:40 pm. Comms. Shimko, Chuck, Dupre were present at the gavel. Comms. Aramburo and Hale arrived at 6:03 pm. Comm. Jackson-Drake was excused.
2. **(ACTION) Review of February 23, 2000 meeting minutes**
   The minutes were approved as written.
3. **(DISCUSSION) Chief Probation Officer's Report:**
   Chief Williams was out of town, so Assistant Chief Gwen Tucker made the report.
   a. **Status reports**
      1. **SF Juvenile Probation Department support of Mayor's Summit for Women**
         The Dept will be sending 130 young ladies with chaperones to the summit. They will schedule a reception for these participants before the summit, to be held at City Hall.
      2. **Ombudsman's report**
         Mr. Khalif referred to the one page summary sheet in the monthly report, on grievances. There were no "serious" issues of violating detainees' rights (Title 15), more simply issues of "quality of life" such as food complaints, or other disgruntlements due to detainees' "picky-ness". For the girls, issues regarding hygiene such as not having lotions are raised. There are two issues being investigated, regarding counselors not following scheduled activities. (It was referred to as "slowing down" the schedule).
         Question: Having been the ombudsman for this period, how would you assess things are going Answer: slow going, some staff (especially senior staff) are slow in accepting the changes being implemented. On the whole it is coming along.
         Question: Do you work closely with Rev. Dunbar? Answer: No.
      3. **Assignment of additional probation officers to Community Assessment & Referral Center**
         There will be a total of 4 probation officers on regular work schedules, so no overtime will be used.
   b. **Highlights from last Commission meeting to present (**Explanatory document: Feb. monthly report)**
      1. **Employee recognition : Rhonda Hutchings, PO**
         ACPO Tucker read a letter of commendation to Rhonda Hutchings, from her supervisor, and also a letter of appreciation from her charge (a young lady), for going out of her way to help the youth continue in her programming (eg. replacing her stolen bicycle). Tucker presented Hutchings with a framed certificate of acknowledgment and appreciation.
   c. **Emerging Issues/Upcoming Events**
      1. **Youth Media Exchange Day : Saturday, April 29, 2000, at Juvenile Hall**
         The correct name of the planned event is Youth Media Expo Day, and is being planned by the Pacific News Service/YO!/The Beat Within. The purpose would be to hold an expo of available services that could benefit the kids in juvenile hall, as well as have a venue where kids in juvenile hall can exhibit the things they have done while in juvenile hall (whether they are art projects or other works). They will have a performance and dinner in conjunction with this.
4. **(DISCUSSION) Impact of Prop. 21 on the Juvenile Probation Department operations**

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Speakers: James Bell, Esq., Youth Law Center; Youth Commissioners: June Strohlin, Kareem Ervin; Jessica Smith.

Mr. James Bell, attorney from the Youth Law Center, framed the issue around 3 main concerns: 1) mandatory detention. Requires 6 mos detention for expanded list of offenses, esp. with firearms. 2) hidden costs of litigation from crowding, hidden costs of staff in facilities in terms of morale and OT 3) elimination of informal probation (deferred entry of judges) , thus increasing demands on counseling staff

The proposition's gang related provisions will increase the number and length of trials. The juvenile authorities will have to begin complying with the demand of establishing systems for compliance with registering and verifying gang related activities. Meaning the dept will have to identify (how to) the person as a gang person, what s/he does which makes him/her a gang person, and what the dept. will do with him/her as a gang person. All of these activities will be the responsibility of the local depts without financial assistance from the State.

Mr. Bell said that some counties will be using the Prop to reduce their local costs because the costs for referrals to the CYA will be the State's responsibility.

Comm. Julian commented that it was clear that this proposition would work counter to reducing the population in juvenile hall.

Comm. Shimko said that also working to increase juvenile hall numbers, the proposition requires that certain violators be kept in juvenile hall until they appear before a judge (overriding the detention criteria tool used by the Dept.)

Question: does the 6 mos detention preclude unsecured placement? Answer: appears to say, juvenile hall, a ranch, or Youth Authority (a secure facility). This would make juvenile hall a post disposition placement. Does the 6 mos mandatory stay give credit to time served prior to the court hearing? No clarity on this.

Question: what about the challenges to the ballot being pursued. There are various issues about the ballot being challenged: its multiplicity, its inconsistent summaries in voters' handbooks -owing to county by county actions. Mr. Bell thought it would be difficult to convince the courts that voters did not know what they were voting on.

Question: would pre hearing releases be allowed? Possibly, but for certain violations, the proposition would discourage this -fearing public safety, danger of flight—since the youth would be facing serious jail time. Question: disclosure issue. The proposition would allow the police to release info about a youth upon arrest, but such disclosure can be prohibited if a judge determined it to be. Maybe the Juvenile Probation Dept needs to work something out with the Police Dept so that no disclosure is made until a judge determines the propriety of it.

Question: how much local discretion is there to apply Prop 21 or not. Mr. Bell said there is some discretion in some areas of the prop.

It was felt that the State would not pursue prosecution of counties which did not enforce Prop. 21. It was also noted that the Sheriff's Dept indicated an interest in taking juveniles into their facilities (for the higher rates of pay from the State for juvenile detention).

Comm. Hale commented that Prop 21 is a backend attempt to deal with the problem of juvenile delinquency rather than putting the emphasis on the prevention. Mr. Bell said that already 87% of the youth in CYA are people of color. He commented that the most important thing that can be done now, locally, is to up the efforts toward prevention, to further lower the potential of youth being caught in the net tightening.

Question: any flexibility in definition of gangs? Answer: this is not the question. The issue is the wide ranging inclusion of things that might be defined as "gang related" or "in furtherance of gang activity". So more people can be brought into the "net" database of gangs/gang related.

Jessica Smith and Jewn Strohlin ("Jewnbug"), from the Youth Commission:
Jewnbug spoke first about the increased pressures and stress put on families from this proposition. She also mentioned the lessened opportunities for advocacy on the part of the juvenile when direct filing in adult court occurs. Various ways she and the Youth Commission (via the Juvenile Justice Committee [Task Force]) are working on this issue are: doing articles for newspapers (eg. Bay Guardian) to further educate the public about their rights and how to protect themselves in light of the proposition, doing training for police officers and others to change their perceptions of youth and their interaction with youth. She said that the Juvenile Probation Commission can support the Youth Commission by endorsing their work, as well as increase the Juvenile Probation Dept's work with the schools (eg. more counseling for at risk youth) for prevention.
J. Smith touched on a few points: the Youth Commission held a forum in Feb. to get adults and youth to express what they thought would work in bettering the relationship between the generations (she had a report from that forum that she passed out to the Commissioners). She also had a fact sheet comparing the costs of prevention and intervention. She said she suspected that youth tried as adults (under Prop 21) would not receive the same support services that youth in the juvenile system receive. She suggested that the Juvenile Probation Dept find some ways of linking the juvenile POs with those youth put over into the adult system, or if this wasn't possible, to train the adult POs how to deal with those youth, and provide them with the resources they would need. Smith also raised the issue of potential harassment of youth in the adult system. She emphasized that it would be important to widely educate youth on what their rights are, and how to de-escalate the situation if dealing with the police. These and other community based prevention services are important and she encouraged the Dept. to further give support to them.
ACPO Tucker mentioned that the Dept. has outplaced probation officers in schools. She also mentioned that the number of community program contracts have tripled since 4 years ago.
Comm. Arámburo thanked Smith and Strohlin for the reports. She said they welcomed the continuing dialog on this issue and the participation of the Youth Commission on the upcoming work.
Comm. Hale commented that there needs to be a re definition of what the police are, and what young people are. Young people need to see police as people. Junebug agreed, and commented that the prejudice cuts both ways, that those negative generalizations are held by police as well as young people toward the other..
There was a discussion around the ways that Jewnbug worked with the schools. She described a very intensive and interactive way that she worked in the classrooms (called REAL), doing 'real life' lessons incorporated into the subject matter in the class (whether it was math, English or social studies). The objective of her work is the development of critical thinking, and empowerment of youth so they can understand and handle life situations positively and peacefully. Her presentation and explanation of the activities was impressive and warmly received. Question: how will Prop 21 affect those coming out of LCR? ACPO Tucker said that the Dept. is trying to improve the Aftercare program so that they have more support when they come out.
Comm. Julian acknowledged, with great appreciation, the energy and passion expressed and shown by Jewnbug and Jessica Smith, to community service to the youth of the community, and that the Commission shares that commitment and passion for the youth. He thanked them again for taking the time to speak to the Commission.
Comm. Hale stated that he is concerned about the ability of the court to revoke probation without a hearing and order a dispositional hearing. Looks like lack of due process. The second issue he raised was the elimination of need to notice parents of impending hearings.

Further, the requirement of having a parent sign a release and promise to appear before a youth can be released to the parents will be problematic with the immigrant and "runaway" population in the Dept.

Comm. Dupré introduced the Principal of Ben Franklin MS, Ms. Marilyn Noda Ford, who extended her welcome to the Commission.

It was suggested that the Commission establish an Ad Hoc Committee to monitor the effects of Prop 21, as it is implemented. Comm. Julian directed the Secretary to work this out.

5. (DISCUSSION) **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.** None.

6. (DISCUSSION) **Announcements, requests for future agenda items.**

Comm. Shimko announced that with the April Commission meeting, she will finish her role on the Commission, and asked that if fellow Commissioners had any potential candidates for her replacement, she would welcome the referral.

7. (ACTION) **Adjournment**

The meeting was adjourned at 7:25 pm.

** The Minutes of this meeting set forth all actions taken by the Juvenile Probation Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL MEETING OF THE JUVENILE PROBATION COMMISSION

At Delancey St. Restaurant
600 Embarcadero St. @ Brannan St.
San Francisco, Ca 94107

Friday Noon, April 21, 2000

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Fax 4/14/00

AGENDA

This is a purely social gathering for the purpose of honoring Commissioner Anna Shimko for her work on the Commission, and in anticipation of her retirement from the Commission.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

Juvenile Probation Commission
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
5:30 pm Wednesday, April 26, 2000

Fax 4/20/00

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review of March 10& 22, 2000 meeting minutes
3. Commendatory: Acknowledgment for Comm. Anna Shimko
4. (DISCUSSION) Chief Probation Officer's Report:
    a. Special report: Status of Juvenile Hall replacement project/introduction of Joanne Chow Winship
    b. Status Reports
        1. Operating Budget -FY 99-00
        2. Operating Budget -FY 00-01
        3. Youth Reception and Mayor's Summit for Women
    c. Highlights: Convening of Research Coordinating Group
    d. Emerging Issues/Upcoming Events
        1. Take Our Daughters to Work Day, 4/27/00
        2. Youth Media Exchange Day at Juvenile Hall, 4/29/00
        **explanatory document: monthly report for March.

5. (ACTION) Consideration and possible action to approve the recommendation of the Program Committee to contract for the following TANF program services:
    a. **Asian & Pacific Islander Wellness Center**, for Life Skills Workshops/Tech Assistance
    b. **Bay Area Legal Aid**, for legal services/referrals
    c. **CARECEN**, for tattoo removal and case management
    d. **Community Boards**, for victim offender reconciliation
    e. **Edgewood Children's Center**, for case management, kinship support, respite care
    f. **Girls After School Academy**, for education and prevention services
    g. **Girls 2000**, for family support and case management for girls
    h. **Instituto Familiar De La Raza**, for intensive home based supervision and "La Cultura Cura" Project
    i. **Morrisania West**, for employment readiness program
    j. **National Foundation for Teaching Entrepreneurship**, for entrepreneurship program at Log Cabin Ranch.
    k. **Richmond District Neighborhood Center**, for after school services
    l. **Special Services For Groups**, for occupational therapy training program
    **Explanatory documents: Annual assessment of TANF programs

6. (DISCUSSION) Beacon Centers' and their relationship to the Department's work.
    Sam Peha, Administrative Director, SF Beacon Initiative

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7. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
8. (DISCUSSION) Announcements, requests for future agenda items.
9. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by April 24, or at the Commission meeting. Please call the office to make arrangements.)

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April 19, 2000

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MINUTES OF APRIL 26, 2000 REGULAR MEETING

Held at City Hall, Room 400 1 Dr. Carlton B. Goodlett Place, San Francisco

** The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   The meeting was called to order by Pres. Julian at 5:45 pm. Comms. Aramburo, Dupre, Shimko were present. Comms. Hale and Jackson-Drake arrived at 5:46 pm and 5:47 pm, respectively.
2. **(ACTION) Review of March 10& 22, 2000 meeting minutes**
   The minutes were approved as written.
3. **Commendatory: Acknowledgment for Comm. Anna Shimko**
   Comm. Julian began by saying that it had been a distinct pleasure and privilege to serve with Comm. Shimko. He then read the text of the resolution of appreciation from the Commission. Kim Burton-Cruz, Director of MCJC, presented a proclamation from the Mayor. She extended the thanks and appreciation from the Mayor and her own office for the leadership Comm. Shimko gave during tumultous times in the Dept., to a time when more cooperative and positive work set the backdrop to juvenile justice in the city.
4. **(DISCUSSION) Chief Probation Officer's Report:**
   a. **Special report: Status of Juvenile Hall replacement project/introduction of Joanne Chow Winship**
      Before Chief Williams began, he thanked Comm. Shimko for her work for the Dept, and then introduced Chris Bigalow of the Dept of Public Works, who is heading up the initial team that is helping prepare for the construction of the facility, envisioned to start Oct of next year and be completed in 2003. They have had a series of "workshops" including one today, and will be bringing all the relevant players online with the planning and future execution. Architects have been chosen, and now through the workshops they will fine tune the plans. One aspect of this is public art, which is a part of any new public construction project for the city. Questions expressing the concern that neighborhood residents, Dept staff, and young people both in and out of the facility, are included in the process, were fielded. The Chief also introduced Joanne Chow Winship who will be the Dept liaison, and primary contact person between all parties regarding this project. She gave a short summary of her qualifications.
      Public Comments: Joe Tanner, Juvenile Hall Counselor, asked if hall staff has been talked to regarding the moves? The Chief said that he should bring this up at the monthly meetings they have on the project. Dr. C. Salcedo of Instituto Familiar asked if youth will have input into the design of the facility? The Chief said that it is still early enough to involve them all (youth and staff) into the process.

   b. **Status Reports**
      1. **Operating Budget -FY 99-00**
      2. **Operating Budget -FY 00-01**
         Sandy Brown-Richardson briefly reported that the current fiscal year budget was in hand and that she didn't expect much deviation from prior expectations; OT is being kept in check and there shouldn't be major concerns from a deficit. The process of approving FY 2000-1 budget is moving along, some information may be available in a

couple of weeks, and if there is no problem, it should make it to the Bd of Supes in its present form, come June.

Brown-Richardson introduced a new staff, Jane Kensler who took the position John Overman held before.

3. **Youth Reception and Mayor's Summit for Women**
   The Chief commended the staff for its work on the reception, which went well, and thanked the Commissioners who came (Comms. Hale, Shimko).

c. **Highlights: Convening of Research Coordinating Group**
The Chief said that due to the many (4-6) data collection/research projects that the Dept is involved in with different bodies, they created a coordinating group from among those involved in the individual projects to see how all the information being collected can be coordinated in a singular manner so that they could cross fertilize each endeavor.

d. **Emerging Issues/Upcoming Events**

1. **Take Our Daughters to Work Day, 4/27/00**
   They expect to have 6 daughters coming to the Dept to see how things are working. Laura Azzolino will coordinate this.
2. **Youth Media Exchange Day at Juvenile Hall, 4/29/00**
   The Chief reported that the day is well underway in planning and preparation and that it should be the start of ongoing connections with many of the resources participating on that day.
   Comm. Jackson-Drake said she was pleased to see an invitation to grantmakers to come, in the newsletter of the Northern California Grantmakers.
   On an aside, Comm. Jackson-Drake asked what kind of training is being given to staff regarding the impact of Prop. 21. The Chief said that while they have had a couple, there's still no clarity regarding the entire impact of the proposition.
4. **(ACTION) Consideration and possible action to approve the recommendation of the Program Committee to contract for the following TANF program services:**
   Comm. Hale reported that the Program Committee met on Monday and heard/reviewed the assessment of program contractors, and felt very positive about the initial progress being made overall. Two contractors would be more closely monitored in the next 120 days and a report made back to the Commission on their progress toward meeting contract goals (the two: Community Boards, and Edgewood Children's Ctr).
   Representatives of each organization were introduced. There were no questions regarding their programs. The Girls After School Academy did their presentation, as they were not at the Program Committee meeting.

a. **Asian & Pacific Islander Wellness Center, for Life Skills Workshops/Tech Assistance**
b. **Bay Area Legal Aid, for legal services/referrals**
c. **CARECEN, for tattoo removal and case management**
d. **Community Boards, for victim offender reconciliation**
e. **Edgewood Children's Center, for case management, kinship support, respite care**
f. **Girls After School Academy, for education and prevention services**

Yvette Brandon, Director of Programs apologized for not being at the Program Committee mtg. She introduced Eurana Jackson, Case Manager, gave a brief outline of the program: Girls' Advocacy Project serves 8 18 yr old girls from the Sunnydale housing project, referred by the Dept. It does "case advocacy", academic advocacy, individual counseling, group counseling, then they're referred to the main GASA programs, emphasizing developmental activities:

academic enrichment, economic development, gender and ethnic pride, wellness and leadership.

g. **Girls 2000, for family support and case management for girls**
h. **Instituto Familiar De La Raza, for intensive home based supervision and "La Cultura Cura" Project**
i. **Morrisania West, for employment readiness program**
j. **National Foundation for Teaching Entrepreneurship, for entrepreneurship program at Log Cabin Ranch.**
k. **Richmond District Neighborhood Center, for after school services**
l. **Special Services For Groups, for occupational therapy training program**

Upon motion by Comm. Dupré, and seconded, contracts for all the service providers (with the exception of Morrisania West) were approved, 6-0, with the condition that Dept staff report back to the Commission no later than 120 days on the progress of Community Boards, and Edgewood Children's Center.

Upon motion by Comm. Arámburo , and seconded, the contract for Morrisania West was approved, 5-0-1, with Comm. Dupré abstaining.

Public Comment: a staff from RAP invited the Commission to a Mother's Day celebration to be held by RAP. He also made a push for the Commission's support of the leather workshop.

6. **(DISCUSSION) Beacon Centers' and their relationship to the Department's work.**

Sam Peha, Administrative Director, SF Beacon Initiative gave an overview of the Initiative as it operates in the City, with a little background for how it came about. Michael Funk, Director of the Sunset Beacon recounted the history of how youth work has developed in the Sunset and how it has worked its way into the continuing work being done by the Sunset Beacon. This was a similar presentation to one they presented at a Program Committee meeting, October 19, 1999. Some updates since then: there are 8 centers now. 56% of the population they serve are non native English speakers. Each center has an equal core funding of $350K. They supplement this by their own devices. There is no "standardized" admin structure for all Centers. They operate independently of each other, forming themselves to meet their own community's needs. They are all set up on a standard database tracking system so their stats are comprehensive and coordinated.

In response to Comm. Arámburo's question regarding mental health services, they said their objective is to have mental health services available to students in the schools.

Comm. Dupré commended M. Funk and his colleague (unidentified) for their hard work.

Comm. Hale asked if there was still a concern in regards to the operations at Davis MS's Beacon Ctr in the BVHP. S. Peha said that there was an ongoing drama and challenge between the SFSUD staffs at the Beacons, and the Initiative.

7. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

None.

8. **(DISCUSSION) Announcements, requests for future agenda items.**

Comm. Hale recounted when he came onto the Commission how the Dept and former Commission was unresponsive to the needs of young people in the city. He applauded Mayor Brown's first two appointments to the Commission: Chuck Breyer and Anna Shimko. He said this set a tone for the positive changes to come. **Comm. Shimko** gave an emotion filled and personal recapitulation of how she came to be on the Commission, and what the experience has meant to her. The wild ride in the beginning, to the hiring of the Chief, to the new insights she gained fromhearing the stories from the youth in the hall. She has grown from all the contacts she has had with the diverse multi ethnic communities andpeople of the City. She thanked the other Commissioners, the Chief, the Executive Team, (specifically naming Johnny Miller, Sandy Brown-Richardson, Gwen Tucker, Cheyenne Bell) and Lonnie Holmes as people who made her job much easier. She said that she has become a far better person for having served on the Commission.

9. **(ACTION) Adjournment** The meeting was adjourned at 7:41 pm.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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5/17/00
Special

NOTICE OF SPECIAL MEETING
of the Juvenile Probation Commission

TO BE HELD AWAY FROM CITY HALL, RM. 400

In accordance with the Commission's Rules of Order, which mandate 2 monthly meetings per year be held at Youth Guidance Center,

**The May meeting, regularly scheduled for the 4th Wed (May 24)
Is NOW scheduled for the 3rd Wed (May 17)**

**At 5:30pm
In the
Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127**

May 2, 2000

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Note: NOTICE OF RE-SCHEDULED REGULAR MEETING

Juvenile Probation Commission
Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127

Previously scheduled for Wednesday, May 17, 2000

Will now be held

5:30 pm Wednesday, May 31, 2000

CITY AND COUNTY OF SAN FRANCISCO
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NOTICE OF REGULAR MEETING

Juvenile Probation Commission
Youth Guidance Center Cafeteria
375 Woodside Ave
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5:30 pm Wednesday, May 31, 2000

AGENDA

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1. (ACTION) Roll Call
2. (ACTION) Review of April 26, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
    a Status reports:
        1. Juvenile Hall replacement project
        2. Special programming for girls in Juvenile Hall
        3. Population Management Project
        4. Community Partnership Initiative
    b. Highlights
        1. Youth Expo
        2. Softball tournament
    c. Emerging Issues/Upcoming Events
        1. Juvenile Hall population discussion
        2. Change in summary reports to the Commission
    d. Staff Recognition
        Presentation of Certifiate from Assemblyman Kevin Shelley to Bryan Thomasson, Juvenile Hall counselor.
            **Explanatory document: monthly report for April 2000
4. (ACTION)
    a. Consideration and possible action to approve Program Committee's recommendation for modification of the Performing Arts Workshop contract for their continuing work with the Robeson/Rivera Academy.
    b. Consideration and possible action to approve Program Committee's recommendations for renewal of community based contracts, as follows:
    Intensive Home Based Supervision:
        Bayview Hunters Point Foundation
        Portrero Hill Neighborhood House
        Chinatown Youth Center
        Instituto Familiar De La Raza
        Morrisania West Inc
        Vietnamese Youth Development Center
        Office of Samoan Affairs
    Girls Mentorhip Program: YWCA
    Co-ed Mentorship Program: Ella Hill Hutch Community Center
    Home Detention Program: Mission Neighborhood Centers

Peer Counseling: Potrero Hill Neighborhood House
Status Offender Program: Huckleberry Youth Services
Pre-Placement Shelter: SF Boys and Girls Home
**Explanatory documents: proposals

5. (DISCUSSION) Report on the Life Learning Academy program on Treasure Island: Carol Kizziah, Delancey St. Foundation.
6. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
7. (DISCUSSION) Announcements, requests for future agenda items.
8. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by May 15, or at the Commission meeting. Please call the office to make arrangements.)

May 24, 2000

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF MAY 31, 2000 REGULAR MEETING

Held at Youth Guidance Center, 375 Woodside Ave. San Francisco

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up.

1. **(ACTION) Roll Call**
   The meeting was called to order by Comm. Julian at 5:45pm. Comms. Aramburo, Dupre, and Jackson-Drake were present at the gavel. Comms. Hale, Chuck were excused.
2. **(ACTION) Review of April 26, 2000 meeting minutes**
   The minutes were approved as written.
   Comm. Julian added an item to the agenda; presentation of a certificate of appreciation for Lefty Gordon. Given to his son, PO Gregory Gordon. Comm. Julian said that while he didn't personally know Lefty, he grew up in the Western Addition and knew that Lefty was loved and respected by many, and gave his condolences to Gregory Gordon.
3. **(DISCUSSION) Chief Probation Officer's Report:**
   - a **Status reports:**
     1. **Juvenile Hall replacement project**
        Chris Bigalow summarized the progress of the project. Final programming workshop is done. Final draft document describing the programming, operational needs and a schematic on how to proceed is being prepared. Document will be ready on June 26. A 'hazmat' report, facilities condition, geo-technical survey is being readied for the general contractor. 3 artists have been chosen for the public arts project. The Advisory Committee has put togther a budget for an additional $15 million of work to be done over the duration of the project, to be matched by state funds. There may be a need to perform various environmental protection tests/reports to comply with federal requirements. If so, it will demand an extension of time and additional costs.
     2. **Special programming for girls in Juvenile Hall**
        A planning group including Comm. Hale and Comm. Willis of the JJC has held a meeting where they discussed and will continue to plan for setting up a system of services and program enchancements that all girls coming into Juvenile Hall will be channeled through, attending to all of their particular needs as girls. The Dept will attempt to involve all current community providers and new resources to make the programs especially relevant to girls. They will be using JJC Commissioner Laurie Shaftner's report and recommendations on girls in the system, to come up with their own. One goal they will be keeping in mind is the reduction of girls in juvenile hall and in placement.
     3. **Population Management Project**
        They will be ready to implement a preliminary project in July, which will utilize a Sr. Supervising PO, a Juvenile Probation Officer, and a case manager and monitor from an existing community based organization, to do reports that hopefully will hasten the release of youth from detention. This will work in conjunction with #4, the Community Partnership Initiative. The Office of Samoan Affairs, The Samoan Community Development Center, Soul'd Out Productions, The Bayview Beacon Ctr, Community Boards, and For Girls Coalition want to work on the Community Partnership Initiative.
     4. **Community Partnership Initiative**
        Mentioned in #3 abovre.
   - b. **Highlights**
     1. **Youth Expo**

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Chief Williams briefly recounted that the event was a very successful one. Janet Medina described in more detail what went on that day. Approximately 100 youth participated in the program that day. Tim Diestal, Assistant Dir. Also echoed the amazement and pleasure he felt from the event.

2. Softball tournament

Bob Wertz talked a little about the Dept's softball team which played with the Dept. of Human Services to help raise money for the Children's Workers' Fund. The fund was set up by workers at DHS to serve foster care children in San Francisco.

c. Emerging Issues/Upcoming Events

1. Juvenile Hall population discussion

The Chief said that this is the time of the year when they usually experience population spikes, currently at 125, but has been as high as 152. They will be doing more assessments on what factors impact the population during different times of the year. This will be an ongoing concern.

Comm. Arámburo asked if CARC has helped much in this problem. The Chief said that this problem is bigger than CARC. He said that the numbers served through CARC will exceed the 400 they projected over 3 years.

2. Change in summary reports to the Commission

The Chief informed the Commission that the one page summary, which was previously separately issued, is now a part of the monthly report.

d. Staff Recognition

Presentation of Certificate from Assemblyman Kevin Shelley to Bryan Thomasson, Juvenile Hall counselor.

T. Diestal presented the certificate acknowledging Thomasson's positive influence on the youth in the hall. Thomasson thanked everyone and acknowledged the help and cooperation of all the staff in the hall.

Comm. Jackson-Drake commented that she was very excited by what she saw the day of the Expo, and hoped that there will be other such events in the future.

The Chief said that a goal of the event was to get new resources to begin an ongoing partnership with the Dept in providing services to the youth in the hall and that they will be having an initial meeting tomorrow with the Ballet, Opera, SF 49ers, to talk about doing the event as an annual one, and also to see if ongoing things can be started.

4. (ACTION)

a. **Consideration and possible action to approve Program Committee's recommendation for modification of the Performing Arts Workshop contract for their continuing work with the Robeson/Rivera Academy.**

Nancy Yalon, Project Director for the Academy. She reviewed that this is a project funded by Bd of Corrections Repeat Offenders Prevention Program grant. It's been running for 6 mos. The Dept's Prevention/Diversion unit oversees this. It targets first time offenders.

Sandy Brown-Richardson said that this was a contract modification of $693,090. The original amount for a 9 month period was $188,000. This modification increases it and extends it to June 30, 2001 (contract period now is Oct. 1, '99 thru Jun 30, '01).

Upon motion, and seconded, the contract modification was approved, 4-0.

b. **Consideration and possible action to approve Program Committee's recommendations for renewal of community based contracts, as follows:**

Comm. Arámburo gave a short review of what the Program Committee did. She thanked all the CBOs for their attendance during the Committee mtg and the Full Commission mtg. She said that the CBOs were doing a good job, for example the IHBS programs, maintaining their capacity at a high level. She made a motion that all contracts be approved, as recommended by the Program Committee. A vote was taken on each contractor.

Intensive Home Based Supervision:

Bayview Hunters Point Foundation
Portrero Hill Neighborhood House
Chinatown Youth Center
Instituto Familiar De La Raza
Vietnamese Youth Development Center
Office of Samoan Affairs

Comm. Arámburo moved that the contracts for all IHBS programs as listed, be approved.
Comm. Julian asked a point of information. How many proposals were submitted for IHBS. Answer: 11. For Home Detention there were 10, for Boys and Girls Mentorship there were 5. Girls Mentorship,2, Peer Counseling, 3, Pre Placement Shelter, 1, Status Offenders, 1.
Upon motion, and seconded, the contracts were approved 4-0.

Morrisania West Inc

Comm. Arámburo moved to approve the contract to Morrisania West for the IHBS program. Comm. Jackson-Drake seconded. The question was called, and resulted in a 3-0-1 vote, with Comm. Dupré abstaining due to conflict of interest.

Girls Mentorhip Program: YWCA

Comm. Arámburo moved to approve this contract as recommended. Upon motion, and seconded, the contract was approved, 4-0.

Co-ed Mentorship Program: Ella Hill Hutch Community Center

Comm. Arámburo moved to approve this contract as recommended. Upon motion, and seconded, the contract was approved, 4-0.

Home Detention Program: Mission Neighborhood Centers

Comm. Arámburo moved to approve this contract as recommended. Upon motion, and seconded, the contract was approved, 4-0.
Comm. Arámburo expressed her pleasure at the cooperation shown by different CBOs for the desire to help each other in the provision of services to youth in all neighborhoods, so it goes beyond CBOs based in certain communities serving only youth from those communities, to cross geographic services.
Gina Castro, Youth Services Director, thanked the Commission.

Peer Counseling: Potrero Hill Neighborhood House

Comm. Julian commended Jack Jacqua for the fine work being done by his program.
Upon motion by Comm. Arámburo, and seconded, the contracted was approved 4-0.

Status Offender Program: Huckleberry Youth Services

Comm. Arámburo moved to approve this contract as recommended. Upon motion, and seconded, the contract was approved, 4-0.

Pre-Placement Shelter: SF Boys and Girls Home

Comm. Arámburo moved to approve this contract as recommended. Upon motion, and seconded, the contract was approved, 4-0.

5. **(DISCUSSION) Report on the Life Learning Academy program on Treasure Island: Carol Kizziah, Delancey St. Foundation.**

Carole Kizziah, Dean of the Academy, reviewed what's been going on in the program. This is the 2nd year of operation, with 50 students. This year 4 will comprise the Academy's first graduating clsss. It is an SFUSD Charter School. Two other staff (Don Bartlow, Mike Delane -Lt, SFFD), and four studetns spoke from their own personal perspectives of the school.
Of the 50 students, only 6-7% live on the island. Kizziah mentioned that the American Family Institute is planning to open a much expanded girls residential center on Treasure Island come the fall. They would be able to take up to 30 girls in residence. Question: how do students get into the school. Answer: self referred or referred by others. Ultimately it is a voluntary placement. They have to choose the school. There is no forced assignment.

Bartlow described the Café project of the school.

Shiran (spelling) spoke very highly of the school and expressed his growing interest after starting to study there. He has developed interests in art and business.

Ella is part of the student council at the school. She is a tutor in academic classes and acts as a mentor for new incoming students. She also spoke highly of the program and how they felt an investment in it because they had a hand in actually building parts of it (physically).

Kelly, another student said that the smaller classes make learning more personal, with enough attention. They also feel it is a safer place. They hold mediation groups to resolve personal differences.

Kentdrik mentioned their mentor program. He liked that the school exposes students to new places. The mentor program consists of having Delancey St. residents paired up with each student.

There are also volunteers from the Old Navy store, and the California College of Arts and Crafts, and SF State.

Mike Delane talked a little about the Jr. Fire Cadet program. And the college tours they have conducted. The students present had all gone on the tours and had in mind some institution they wanted to go to.

Question: how will you know the effectiveness of the program? Answer: The SFUSD has an evaluation team doing reviews of the program. They also have pre and post assessment tests and the STAR 9 tests (A state evaluative test). They also established a control group of 50 to which they will compare the Life Learning Academy students.

Question: are there any '3632' students there? There are special ed students, but no identified '3632' kids. The demographics of the student body (ethnic breakdown etc. was outlined in the written report given the Commission)

6. (DISCUSSION) **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   none
7. (DISCUSSION) **Announcements, requests for future agenda items.**
   none
8. (ACTION) Adjournment 7:30 pm
   The meeting was adjourned with a moment of silence in memory of Lefty Gordon.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING
Juvenile Probation Commission
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
5:30 pm Wednesday, June 28, 2000

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AGENDA

1. (ACTION) Roll Call
   Introducation of Elizabeth Rice Larson, newly appointed Commissioner.
2. (ACTION) Review of May 31, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
   a. Swearing in of new probation officers and juvenile hall counselors
   b. Progress report on new facility planning
   c. MIS report "Proportion of San Francisco youth, by race and probation activity: Jan 1, 1999-Apr. 30, 2000. (Dr. Clayborn)
   d. Highlights since last Commission meeting **(explanatory document)
      1) Board of Supervisors/Youth Commission joint hearing on Prop 21
      2) Juvenile Hall Spiritual Life Program city wide prayers, volunteer recognition and training
      3) Juvenile Probatrion Dept/Housing Authority Joint Initiative
   e. Trends/Emerging Issues/Upcoming Events
      1) Operating Budget FY 00-01
      2) TANF Budget FY 00-01
      3) Decertification of Glen Mills School

**explanatory document: monthly report for May.

4. (DISCUSSION) Report on visit to CYA facilities in Stockton, Ca, on May 30, 2000. -Pres. Julian; Kathleen Kelly, Pres. Volunteer Auxiliary.
5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (DISCUSSION) Announcements, requests for future agenda items.
7. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by June 26, or at the Commission meeting. Please call the office to make arrangements.)

June 23, 2000

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF JUNE 28, 2000 REGULAR MEETING

Held at City Hall, Room 400 1 Dr. Carlton B. Goodlett Place, San Francisco

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up.

1. **(ACTION) Roll Call**
   Introducation of Elizabeth Rice Larson, newly appointed Commissioner.
   The meeting was called to order by Comm. Julian at 5:40pm Comms. Larson, Dupre, Hale, Aramburo were present at the gavel. Comms. Jackson-Drake, and Chuck were excused. Comm. Julian introduced and welcomed Elizabeth Rice Larson as the newest member of the Commission.
2. **(ACTION) Review of May 31, 2000 meeting minutes**
   The minutes were approved as written.
3. **(DISCUSSION) Chief Probation Officer's Report:**
   a. **Swearing in of new probation officers and juvenile hall counselors**
   Chief Williams explained that this was formerly a procedure/ carried out by the Dept and Courts, and will now be renewed as the practice, including providing badges to the new officers and counselors (which they previously had to purchase for themselves). At this time only the officers were to be sworn in; the counselors will be done at a later date. Judge Ina J. Gyemant presided.
   b. **Progress report on new facility planning**
   Chris Bigelow summarized: a group from the Dept. visited the Santa Clara facility (which contains some of the design concepts being considered here). The architects have submitted the first designs to the DPW. At the next Steering Committee mtg they hope to select a final design scheme. A program statement will be constructed by the Dept. for Bd of Corrections review. Additionally, the team is looking at a vendor which has a project coordination software they want to use. This would allow them to transfer and exchange information through a website, as well as the public keeping track of the project's progress. All the logisticals of moving people and things during construction are being explored by DPW.
   c. **MIS report "Proportion of San Francisco youth, by race and probation activity: Jan 1, 1999-Apr. 30, 2000. (Dr. Clayborn)**
   Chief Williams said that they have brought on another research assistance, in cooperation with the American Justice Institute's contract for PRIDE. They will be developing a series of management information reports for presentation to the Commission over several meetings. This is the first. Sandy Clayborn passed out a copy of her report, and summarized its contents. (report is available from the JPC office). Some findings: African Americans comprise 12-16% of the at risk population, but were 53% of those in probation activities, 62.8% of out of home placements, 56% of combined placements to LCR, CYA, and adult courts. In comparison, Asian Americans account for 40% of the at risk population but only 13.5% of probation activity, 7.5% out of home placements.
   The Chief invited the Commission to identify some issues that MIS can now look into to abstract some numbers. Comm. Arámburo asked if they can break down the numbers of referrals to probation, to see from where they come. Also, if they can identify the numbers of whom are AB 3632 minors. Can a tracking be done of placement successes (those from

LCR, CYA, out of home placements, etc.) Clayborn said they are now looking at out of home placement numbers. AJI will start doing a coding of LCR kids soon but this won't lead to any usable information for a while. Comm. Hale mentioned a TV program which showed the biases amongst and between races, which leads to the disparate treatment of youth in the system, some of it conscious, some not. He clearly pointed to the fact that some judges were guilty of this also.

Comm. Larson asked if the database showed other factors, such as socio-economic (eg. one/two parent family) conditions. There is a danger in isolating race as the only issue, and not looking at other "disabilities" (risk factors). Clayborn said they will be looking for the Census data for such information. The PRIDF system might do this also.

The Chief said that in July the Youth Law Center will be starting to work with the Dept on disproportionate minority confinement, and should be able to get some valuable information on this to the Commission. He further mentioned two prior reports which did identify that there were many risk factors behind delinquent youth, but that race was a determinant factor vis a vis the court. Comm. Dupré asked where the Dept was going from here. The Chief said that the Dept will be looking at YLC's stats they collected from other jurisdictions, and collecting/comparing local data from the Dept, and then recommending an action plan for how to begin to respond to the problem here.

Comm. Hale repeated his concern that while we all want to think of ourselves as just and unbiased, he wanted to make sure that the system continues to work toward eliminating consideration of race in decision making at all levels. Comm. Arámburo commented that she does appreciate the two central issues the Dept. wanted to pursue: restorative justice, and disproportionate minority confinement. She said that despite what might have led up to a petition and contact with the Dept, when the youth reaches our doors, we must be conscious of the issue and deal with it accordingly.

d. **Highlights since last Commission meeting**

1) **Board of Supervisors/Youth Commission joint hearing on Prop 21**

The Chief reported that there is a hearing scheduled for tomorrow, June 1, in City Hall on this issue.

2) **Juvenile Hall Spiritual Life Program city wide prayers, volunteer recognition and training**

There was a 3 day event in this regard. It was very successful. Comm. Jackson-Drake received a recognition award at the event.

3) **Juvenile Probatrion Dept/Housing Authority Joint Initiative**

The Dept and the Housing Authority is exploring the possibility of joint services to delinquent youth in the housing projects. Possible truancy program.

e. **Trends/Emerging Issues/Upcoming Events**

1) **Operating Budget FY 00-01**

Upcoming fiscal year operations will be different because there is no "flexibility" in the available monies (TANF or otherwise). Final stages of the FY 00-01 budget discussions, tomorrow.

2) **TANF Budget FY 00-01**

See #e(1).

3) **Decertification of Glen Mills School**

Calif. DSS has decertified as a placement option. All Dept. youth will have to be returned by mid August. Comm. Arámburo asked if the State is prohibiting referrals? . Is this a political play by California to keep State monies inside the State? There are a lack of good in-state placements, and by most accounts, Glen Mills is a model program Answer to first question: yes, if DSS prohibits referrals there, then it will not pay costs for placement, and counties will have to cover their own costs. SF has no funds other than what the State DSS would provide. Comm. Hale said that from the DPW report from Pennsylvania it appears that there is a lot of politics being played out there. He commented that this Dept was thinking of sending a team of our own to Glen Mills to do an investigation.

4. **(DISCUSSION) Report on visit to CYA facilities in Stockton, Ca, on May 30, 2000. –Pres. Julian; Kathleen Kelly, Pres. Volunteer Auxiliary.**
Comm. Julian reported that on May 31, he, along with Kathleen Kelly and Don Chan went to tour the CYA facilities in Stockton, California. He invited Ms. Kelly to give her impressions of the visit. She expressed her appreciation for setting up the tour. She said that the sheer numbers of youth incarcerated in the facilities distressed her. She felt that the most critical aspect of service needed for these kids is education (given the vast majority of them being special ed cases). The Principal of one of the facilities spoke of the wide and deep problems of education she sees in the kids. Kelly said that this reconfirmed her opinion that libraries are an important element in such a setting, and she thanked the Commission and the Dept. for sharing this view and helping the Auxiliary work on improving the library services available in our own facilities.
Comm. Julian echoed that it was depressing to see all those youth in secure lock up, but that at least there seemed to be some special programs available (e.g. substance abuse, sexual predation). He related that while some of the youth spoke positively to us about their experiences, it was not known whether this was the "standard" program, or their sincere feelings. When asked whether they would rather be in the facility or out in the community, of course they answered the latter. He mentioned that the overwhelming numbers of youth are youth of color, and that since the Dept is committed to reducing those numbers, it behooves us all to find further alternatives to such secure incarceration.
D. Chan stated that while it was positive to see such programs available to youth while in CYA, it was disappointing that such services were not taken advantage of on a local level before there was a need to refer to CYA. Comm. Julian said that there was nothing wrong with being a single issue person if the issue is education. Two very important issues for youth are education and employment. He thanked Ms. Kelly for her participation, and work in regards to the library.
Comm. Arámburo said that the library is a very important issue, also at the Ranch.
She commented that she had a client who's son is going to be placed at Preston (another CYA facility), which has a very negative reputation. She was concerned because this Dept seems to be increasing its referrals to CYA and whether it is happening because the perception is that localities do not have appropriate services for them, and CYA does. Question: are there anger management programs? Answer: yes. Question: who is responsible for ultimate facility placement. Answer: CYA has a central intake and placement unit.
Comm. Hale commented that he has seen and heard of the shortcomings of CYA and is pleased that there is a move away from large institutional placement. He encouraged the Dept. to continue on its course to improve its own offerings like Log Cabin, so that less and less reliance will be placed on CYA referral. Comm. Dupré commended the Auxiliary, the Commission, for its work in advancing the library services within the Dept, and said that it might be possible to look at Hidden Valley Ranch as a regional facility in lieu of out of state placements such as Glen Mills.

5. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
A representative from Coleman Advocates raised an issue of a youth that was being remanded to CYA and asked what could be done to review the case. She was concerned about the placement

of Hispanic youth at CYA. She was referred to Bob Wertz. Comm. Arámburo said that this is an issue that the Commission has met with Judge McCarthy and the Chief about.
The Chief introduced Rosa Sanchez, Deputy City Attorney, newly assigned to the Dept and Commission.

6. (DISCUSSION) **Announcements, requests for future agenda items.**
   None
7. (ACTION) **Adjournment**
   The meeting was adjourned at 7:30pm.

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NOTICE OF MONTHLY MEETING
Juvenile Probation Commission
City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
6:00 pm Thursday, July 20, 2000

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review of June 28, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
    a. progress report on new facility planning
    b. Highlights since last Commission meeting **(explanatory document)
    c. Trends/Emerging Issues/Upcoming Events

**explanatory document: monthly report for June.

4. (ACTION) Appointments to committees (Julian)
5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (DISCUSSION) Announcements, requests for future agenda items.
7. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by July 17, or at the Commission meeting. Please call the office to make arrangements.)

July 7, 2000

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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addendum

Friends, Agenda

Subsequent to the posting of the upcoming Commission meetings, this additional item came up. Please note that this will be considered at both the Program Committee meeting on July 19, 5pm at YGC, AND on the Full Commission on July 20, 6pm at City Hall, rm 416.

1. (ACTION) Consideration and possible recommendation to full Commission, the modification of contract with Calif. Youth Authority for "Young Men as Fathers" program, in the amount of $9,294.00

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JUVENILE PROBATION COMMISSION

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MINUTES OF JULY 20, 2000 MONTHLY MEETING

Held at City Hall, Room 416 1 Dr. Carlton B. Goodlett Place

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up.

1. **(ACTION) Roll Call**
The meeting was called to order at 6:03 pm by the President. Comms. Julian, Chuck, Aramburo, Drake, Larson were present at the gavel. Comm. Hale arrived at 6:12pm. Comm. Dupre was excused.
Comm. Julian acknowledged the cooperation of all involved, during the current flux of scheduling Commission meetings. He hopes the time conflict between his Democratic Central Committee meetings and this Commission's will be cleared up soon, and the Commission can once again establish a set rotation.
Comm. Julian then added an item to the agenda: the Presentation of a Mayoral Proclamation to Sandy Brown-Richardson, on the occasion of her retirement from the Dept. and the City, after 12 years of service. Comm. Julian read the text of the proclamation to the assembled audience, citing this day, July 20, as Sandy Brown-Richardson day in San Francisco. S.B. Richardson thanked the Commission and Deputy Chief Tucker for all the support given her while in the Dept. She commented that the Dept couldn't have progressed as far as it has without it.
She was deeply moved by this award.
2. **(ACTION) Review of June 28, 2000 meeting minutes**
Comm. Julian made the following amendments to the minutes. Item #4, he asked that the term sexual predator be replaced with sexual offender. The term "standard program" did not reflect his meaning. What he had said was that it wasn't clear to him whether the residents were just telling us what they thought we wanted to hear, or really telling us what they felt about the program. The question of whether they would prefer to be in the community or the facility, he meant whether they would prefer to be in that facility for its programs, or programs based in the community.
The last page, stating that the Commission met with Judge McCarthy, in reality the full Commission did not meet, but only a few Commissioners met informally with him.
Comm. Arámburo corrected the comment that a client contacted her about CYA. It should read that she was contacted by a parent of a SF ward about concerns that her son was being sent to the CYA facility at Preston, which has a very negative reputation.
With these amendments, the minutes were adopted.
3. **(DISCUSSION) Chief Probation Officer's Report:**
    a. **Introduction of Julie Posadas**
    Cheyenne Bell introduced Julie as having been a long time advocate for girls, and a current employee of the District Attorney's office (she is also an attorney). She is being 'loaned' to this Dept. to coordinate the currently fragmented services being provided to the young women in the Hall. She will be with the Dept. for a year.
    There was a short discussion about the needs of girls, and the continuing efforts the Dept. has made to deal with them. Comm. Hale commented that the SF Weekly article, which claims that the Dept is ignoring the problem, is not the first time they have practiced tabloid journalism on issues. He said that they should be more responsible in their reporting, and stick to the facts. He also commented that the Dept. should be more

pro active in putting information out to the media and community to keep the record straight.

Comm. Julian welcomed J. Posadas, and reiterated that the Commission was deeply interested in the issues surrounding girls in the system, and know that they have been neglected. He said that the Commission and Dept needs to make a commitment to work with those girls.

b. **progress report on new facility planning**

Tucker reported that rough drafts of the plans are with DPW. A 2-floor plan will probably be chosen. Final decision in Oct. Things are moving along.

Comm. Chuck commented that he was impressed that everyone concerned in this process was taking it in stride, very calmly, in face of the potential upheaval and disruption attendant to construction and demolition, and the temporary move of people and services. He encouraged the Commission to continue supporting the Dept's work in this regard. Comm. Hale reported an idea he got from a Rec. and Park meeting he attended, where they were dealing with the concept of fundraising via "naming options" [where a donor can have parts of a park named in his/her honor]. He suggested the potential of this strategy for this Dept., eg. someone who'll support the school program.

c. **Highlights since last Commission meeting**

Comm. Arámburo asked Asst. Chief Tucker to break out the stat for girls held in juvenile hall into those who are awaiting placement, and those 707s.

Johnnny Miller was asked to report on the AWOL from LCR. Johnny reported that a young man walked away from LCR last Friday and is still at large.

d. **Trends/Emerging Issues/Upcoming Events**

Comm. Julian brought up the issue of the meeting time conflict he has now with the Democratice Central Committee. Upon polling the other members of the Commission he felt that it would be possible to move the regular Commission monthly meeting from its current 4th Wednesday time slot to the 3rd Thursday of each month. He asked for Commissioners to consider this for a permanent change.

Review of 2000-2001 Budget Events

Assistant Chief Tucker reported that the Bd of Supervisors has approved the City's budget for 2000-2001 last week. She's awaiting final notice to proceed with this year's activities. She asked for a Finance Committee meeting to review the final document.

4. **(ACTION) Appointments to committees (Julian)**

Comm. Julian assigned Comm. Larson to the Program Committee. Comm. Hale was re assigned to Finance, and Facilities committees.

Comm. Aramburo will chair Program. Comm. Jackson-Drake will chair Finance.

Comm. Arámburo thanked Comm. Hale for doing such a great job in the Program Committee.

Comm. Hale said it has been a real enjoyable experience, being inspired by what communities are doing with the young people, and being a part of a team effort with them in the rehab process.

5. **(ACTION) Consideration and possible action on recommendation of Program Committee for modification of contract with Calif. Youth Authority for "Young Men as Fathers" program, in the amount of $9,294.00**

[As the Program Committee was unable to meet on this issue, it was taken up by the Commission as a whole]

Liler B. Jackson, counselor at LCR, reported that the program is sponsored by the CYA (curriculum and funding). Two counselors run the program. All boys attend. There is only 1 current detainee that is a father, and 2 who are expectant fathers.
Comm. Hale moved to approve the modification of the contract. Comm. Chuck 2nd.
There was a short discussion about the future of the program, and if activities are done with the young fathers' counterparts (the mothers). J. Miller described some of the family oriented activities done in this project. **Upon motion and second, the question was called and the motion was passed unanimously, 6-0.**

6. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   none
7. **(DISCUSSION) Announcements, requests for future agenda items.**
   Comm. Julian reiterated that, barring any further changes, the regular meeting of the Full Commission will now take place on the 3rd Thursdays of each month, in hearing rm. 416.
   The Secretary noted that the next full Commission meeting will be up at YGC, in accordance with the Commission's Rules.
8. **(ACTION) Adjournment**
   Comm. Jackson-Drake moved to adjourn the meeting in the memory of Chief Jesse Williams' grandmother.
   The meeting was so adjourned, at 6:55 pm.

Attention: By decision of the Commission, monthly meetings will, from this point on, be held every 3rd Thursday of the month, usually in hearing room 416 of City Hall, at 6 pm.

Juvenile Probation Commission
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San Francisco, CA 94127

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canceled

Date: Thursday, August 10, 2000
Total Pages: 1
Subject: Meeting Cancellation

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Note: Friends,

The August meeting of the Juvenile Probation Commission, scheduled for August 17th, has been canceled.

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NOTICE OF PROGRAM COMMITTEE MEETING

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127

5PM. Tuesday, September 19, 2000

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review of Program Committee meeting minutes of August 15, 2000.
3. (ACTION) Consideration and possible recommendation to the full Commission, approval of $307,000.00 in TANF funds for continuation of the American Justice Institute's PRIDE (Program Information for Development and Evaluation) system. (Arcelona)
4. (DISCUSSION) Programs at Log Cabin Ranch: educational and vocational (J. Miller)
5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Sept. 18, or at the Commission meeting. Please call the office to make arrangements.)

NOTICE OF MONTHLY MEETING

Juvenile Probation Commission
At Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
6:00 pm Thursday, Sept. 21, 2000

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review of August 17, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
    a. Progress report on Juvenile Hall replacement project
    b. Status report on placement diversion project
    c. Trends/Emerging Issues/Upcoming Events **(explanatory document)
        1. Budget management

Unfunded budgetary priorities
Coordination with Controller and Mayor's Budget Office

2. Revenue Enhancement
3. Notification of hearing on CARC, from President Tom Ammiano, Bd of Supervisors.

4. (ACTION) Consideration and possible action on Program Committee's recommendation of $307,000.00 in TANF funds for continuation of the American Justice Institute's PRIDE (Program Information for Development and Evaluation) system.
5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (DISCUSSION) Announcements, requests for future agenda items.
7. (ACTION) Adjournment

**explanatory document: monthly report for July/August

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Sept. 18, or at the Commission meeting. Please call the office to make 7arrangements.)

Sept. 12, 2000

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Juvenile Probation Commission
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San Francisco, CA 94127

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Date: Thursday, September 14, 2000
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Subject: agenda item

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Note: Friends:

in the posted agenda for the next full Commission meeting, Thursday, Sept. 21, the review of minutes will be for the July 20, 2000 meeting and not August 17.

Please take note.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF SEPTEMBER 21, 2000 MONTHLY MEETING

Held at Youth Guidance Center Cafeteria 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The meeting was called to order by President Julian, at 6:09 pm. Comms. Dupre, Chuck, Drake were present at the gavel. Comms. Aramburo and Hale arrived at 6:11 pm and 6:12 pm, respectively.

2. (ACTION) Review of July 20, 2000 meeting minutes
Comm. Julian had some revisions to make. They were:
Top of pg. 2, 3rd line of the paragraph, substitute: underserved for neglected. The following sentence: he said that the Commission and the Dept is committed to working with those girls.
Under #4 action: by consensus, it was decided that Comm. Larson would join the Program Committee, and Com. Hale would sit on the Finance and Facilities Committees.
With these modifications, the minutes were approved.

3. (DISCUSSION) Chief Probation Officer's Report:
   a. Progress report on Juvenile Hall replacement project
   Chris Bigelow reported on the progress. There was a schematic design (available through the Chief's office or JPC), Phase One, which was approved. They are working with the artists on the future public art projects to be produced. Relocation needs are being looked at. Community concerns are being attended to -a meeting with Rev. Ridgeway and his group was held to address this. The National Environmental Policy Act is a concern, but they are going to ask for a categorial exclusion. The project already has such an exclusion on the State level. They need to meet a limit in total sq.footage. The kitchen facilities will not be moved to the new facility. There was a short discussion with a question and answer session at the end. Some issues raised by the Commission were: the imposing exterior which seems bleak and prison-like. They would like to see a more "inviting" campus-like facade. Parking for staff and visitors has been preserved at current levels, pretty much. Comm. Hale mentioned the Precita Eyes mural programs, which could help in the public arts projects.

   b. Status report on placement diversion project
   Bob Wertz briefly reviewed the structure of the program (a document is available through the Dept or the Commission). There are 2-3 slated for participation, out of 12 referrals made to them. PO K. Morton is the case carrying PO working on this project. They have a goal of 10 youth in the project.
   Question: is it planned for a full 6 mos participation? Yes, but hopefully will be shorter than the full 6 mos. The data collected from this project will go into the PRIDE databank for future evaluation.

   c. Trends/Emerging Issues/Upcoming Events
      1. Budget management
      Unfunded budgetary priorities
      Coordination with Controller and Mayor's Budget Office
      2. Revenue Enhancement

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Chief Williams combined #1&2 in this report. He reviewed that TANF will not now have any more flexibility to support programs not already funded by it. There are still some close out numbers from 1999-2000 year, which are not fnialized yet. One item still to be dealt with from the past and into the future is the OT budget.

Chief Williams reported that NCCD has hired Sandy Brown-Richardson to work with the contract they have with the Dept.

Revenue enhancement: Chief Williams repeated the idea raised to the Finance Committee, wherein a possible "adjunct" body to develop and receive funds for unrestricted use by the Dept. He will be meeting with Comm. Drake on Tuesday about this. Question: is there any possibility of accessing other counties' TANF funds? Answer: Not right now.

3. **Notification of hearing on CARC, from President Tom Ammiano, Bd of Supervisors.**

Chief Williams introduced Garry Bieringer, Director of the CARC, to report status of the Center. Some of the original staff of the Center remained, while new staff was added. About 60% are new. Bieringer has met with the 3 main city agencies (probation, police, school), and will continue to build a network among them to understand and better utilize the CARC.

Comm. Julian said he received a notice about President Ammiano's call for a hearing on it. Chief Williams said that he would participate in the hearings in whatever manner the Supervisor requests, but didn't know at this point how that would be played out. Question: are police complying with the process of referring youth? Answer: about 70% complying, but there are concerns for overrides by either police or others that defer youth to YGC. Bieringer said that about 20% of the referrals to CARC are not appropriate for intake there.

Ques how many people are slated to be served by CARC in a year? Answer: 600.

4. **(ACTION) Consideration and possible action on Program Committee's recommendation of $307,000.00 in TANF funds for continuation of the American Justice Institute's PRIDE (Program Information for Development and Evaluation) system.**

Comm. Arámburo reported that the Program Committee did listen to a presentation about the PRIDE program, and did make a recommendation for approval of the contract. Dr. Bennett briefly reviewed some of the activities undertaken by the project to date. Some revelations: the ProDes source code, which was originally going to be utilized by this project, with some local adjustments made to it to make it more relevant to SF's needs, but now they say ProDes doesn't know what it can give/sell to this project. Dr. Bennett said that this project will attempt to work without the source code, and if it comes out that the source code is available, then they will modify it.

Upon motion by Comm. Aramburo, and seconded, recommendation was approved unanimously, 6-0.

5. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

Enola Maxwell, Potrero Hill Neighborhood Center, spoke of her concerns regarding several issues, ranging from the racial profiling of African American youth, to the lack of participation of the community in issues and activities surrounding juvenile justice in San Francisco.

6. **(DISCUSSION) Announcements, requests for future agenda items.**

There was none.

7. **(ACTION) Adjournment**

The meeting was adjourned at 8:10 pm.

VENILE PROBATION COMMISSION
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5 Woodside Avenue
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City and County of San Francisco
Juvenile Probation Commission

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NOTICE OF MONTHLY MEETING
Juvenile Probation Commission
City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
6:00 pm Thursday, October 19, 2000

"Cancelled"

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review of Sept 21, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
   a. Status report on Juvenile Hall replacement project
   b. FY 2000-2001 Operating Budget Update
   c. Highlights since last Commission meeting
      - 50th Anniversary celebration, and swearing-in of San Francisco Juvenile Probation Department peace officers **(explanatory document)
   d. Trends/Emerging Issues/Upcoming Events
      - San Francisco Interfaith Council 10th Anniversary celebration at 1111 Franklin St SF
      - Management Retreat, December 1, 2000
4. (ACTION) Discussion and possible action on Program Committee's recommendation for contracting with the Youth Guidance Center Improvement Committee in the amount of $115,065.00 for the following vocational and educational programs: (explanatory documents: program descriptions)
   a. Juvy Java
   b. GED Plus
   c. Focus II Advanced Computer Literacy
5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (DISCUSSION) Announcements, requests for future agenda items
7. (ACTION) Adjournment

**explanatory document: monthly report for September

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Oct. 16, or at the Commission meeting. Please call the office to make 7arrangements.)

Oct. 16, 2000

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Note: NOTICE: Cancellation of Probation Commission Meeting
October 19, 2000 6pm

Friends:

Due to a last minute conflict in time, there will not be a quorum for tonight's Commission meeting, therefore, it will be canceled until further notice.

The Commission apologizes for any inconvenience this may have caused you.

Thank you.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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NOTICE OF MONTHLY MEETING

Juvenile Probation Commission At Martin Luther King School
350 Girard St. at Bacon
San Francisco, CA 94134

6:00 pm Thursday, November 16, 2000

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Sept 21, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
    a. Status report on Juvenile Hall replacement project
    b. Introduction of Cassie Coleman
    c. Report on Population Reduction/Disproportionate Minority Confinement project, by James Bell (Youth Law Center)
    d. FY 2000-1 operating budget update
    e. Highlights since last Commission meeting **(explanatory document)
        - 50th Anniversary celebration, and swearing-in of San Francisco Juvenile Probation Department peace officers
        - San Francisco Interfaith Council 10th Anniversary celebration
    f. Trends/Emerging Issues/Upcoming Events
        - Management Retreat, December 1, 2000
        - Planning for Juvenile Probation Commission Retreat
    g. Staff Commendations
4. (DISCUSSION) Asian Law Caucus presentation on language access needs of juveniles and their families in Juvenile Hall and the Probation Dept (Kin Mai Aung & colleagues reporting).
5. (ACTION) Consideration of, and possible action on Program Committee's recommendation for contracting with the Youth Guidance Center Improvement Committee in the amount of $115,065.00 for the following vocational and educational programs: (explanatory documents: program descriptions)
    a. Juvy Java
    b. GED Plus
    c. Focus II Advanced Computer Literacy
5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (DISCUSSION) Announcements, requests for future agenda items.
7. (ACTION) Adjournment

**explanatory document: monthly report for September, October

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Nov. 13, or at the Commission meeting. Please call the office to make 7arrangements.)

Nov. 9, 2000

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MINUTES OF NOVEMBER 16, 2000 MONTHLY MEETING

Held at Martin Luther King Middle School in the Bayview, San Francisco

1. **(ACTION) Roll Call**
The meeting was called to order at 6:05 pm by President Julian. Comms. Aramburo, Chuck, Dupre were present at the gavel. Comm. Drake arrived at 6:08 pm Hale arrived at 6:20 pm.

2. **(ACTION) Review and approval of Sept 21, 2000 meeting minutes**
Upon motion by Comm. Arámburo, and seconded, the minutes were approved as written.

3. **(DISCUSSION) Chief Probation Officer's Report:**
   a. **Status report on Juvenile Hall replacement project**
   Chris Bigelow gave an update on the progress. Things are still being fleshed out as to the process for demolition and construction, the phases being seen as 3 now and not 2 as formerly planned.
   The gym is now seen as a separate structure from the warehouse and not attached.
   The Dept has been promised (orally) $10 million from the Capital Improvement Advisory Committee, but nothing in writing. This still leaves the Dept short $7 mil. There has been no response from the Feds regarding the environmental impact issues/clearances/waivers.
   Comm. Arámburo asked about the environmental impact on the detainees during construction. Bigelow said that all necessary and normal precautions will be taken but that there were many options not open to them because this is a residential area. Everything that can be done will be to mitigate the hazards to residents, employees, and neighbors. They have scheduled a meeting with the mid town terrace neighbors for early Dec.
   Comm. Arámburo asked if anything can be done to reduce the hall population during construction. Chief Williams said that there are 6 things that will be looked at to do this. They have to find one quickly because we will lose 28 beds with the demolition of the RU/admin.
   Comm. Dupré asked if there was anything the Commission could do to assure the CIAC comes through with the promised monies. The Chief said he will be contacting individual Commissioners to discuss this.
   Comm. Hale asked about the murals and if there could be murals on the outside of the structures (he referred to an outdoor mural on 3rd and Carroll). Bigelow said that this contract was a separate one between the artists and the Arts Commission and that inquiries should be directed to them. Comm. Hale asked that the Arts Commission and artists be invited to the next Commission meeting to discuss this.
   b. **Introduction of Cassie Coleman**
   Chief Williams introduced Cassie Coleman, who is a recent hire to work with both the Dept of Public Health and Juvenile Probation to provide media liaison work for the collaborative project being undertaken, as well as providing comprehensive media relations for the Probation Dept. specifically.
   c. **Report on Population Reduction/Disproportionate Minority Confinement project, by James Bell (Youth Law Center)**
   James Bell summarized what they (Youth Law Center) would be providing for the Dept regarding the issues of population control and disproportionate minority confinement, although he prefaced his remarks with his skepticism that anything would work in SF.
   They would provide a national survey and assessment of practices and their results, to choose possible strategies for SF. (eg. he breifly went over the experience in 3 other places where efforts to reduceDMC are ongoing; Chicago, Seattle, Santa Cruz)
   They would assess the current status of this Dept's practices: gathering mass amounts of stats on processing of youth in Juvenile Hall (ethnicity, offenses, age, length of stay, etc. etc.) to ascertain the "choke" points -where processes are stalled, leaving youth in the hall.
   They would propose what needs to be done here to resolve these problems.

Comm. Jackson-Drake asked who would need to be committed to this for it to work. Ans. Those bureaucrats in charge of this Dept and Hall. Then some big politico downtown (possibly a Juvenile Court judge, a Supervisor).
Comm. Arámburo asked how many of the other locations utlize electronic monitoring as an alternative to detainment. Ans: all of them. In Chicago, they also utilize day treatment programs.
Comm. Hale expressed his concern for the stigmatization of the youth through these devices.
Comm. Arámburo asked what the responses to the devise have been from the youth? Ans: there hasn't been a significant survey taken about this.
J. Bell mentioned another aspect of the system that needed to be considered. The police. There were two ways to deal with them. 1) include them in the process of assessment –another jurisdiction trained their police on their intake instrument so that the police could make a determination at the point of arrest, whether they would detain the youth in juvile hall or not; which allowed them to decide to arrest or cite and release. 2) exclude them altogether, allowing them to bring anyone up to the hall, and deal with the intake assessment at that point.
Bell emphasized that no matter what. In order to reduce the population, there had to be alternatives to incarceration that the Dept was willing to implant and utilize.

d. FY 2000-1 operating budget update
This item was tabled.

e. **Highlights since last Commission meeting (items under "e" were tabled)**
  - **50th Anniversary celebration, and swearing-in of San Francisco Juvenile Probation Department peace officers**
  - **San Francisco Interfaith Council 10th Anniversary celebration**

f. **Trends/Emerging Issues/Upcoming Events**
  - **Management Retreat, December 1, 2000**
    The Chief mentioned this and invited the Commissioners to attend.
  - **Planning for Juvenile Probation Commission Retreat**
    The Chief just brought this up as a possible thing the Commission might want to do sometime, to follow up on the retreat of 1999.

g. **Staff Commendations**
The Chief read a letter of appreciation from a mother of a detainee in B-4, profusely thanking the staff for their treatment and guidance of her son while he was in the hall. (A copy of the letter is in the Commission office).

4. **(DISCUSSION) Asian Law Caucus presentation on language access needs of juveniles and their families in Juvenile Hall and the Probation Dept (Khin Mai Aung & colleagues reporting).**

Khin Mai Aung and Evelyn Guzman spoke. Khin Mai Aung is from the Asian Law Caucus and Eveyln from Mission Neighborhood Centers. They are part of a 4 group task force (comprised of ALC, MNC, La Raza Centro Legal, and Asian Pacific Islander Wellness Center). They began looking at the language needs of the clients of this Dept and discovered that the Dept didn't have a consistent and comprehensible policy for delivering language appropriate services to the youth and their families. The courts have systematic translation services for their activities, but the Dept seemed to be sporadic and casual, leading to many situations where clients are not given appropriate or adequate services, and the clients' rights are not maintained. Such situations as mono lingual written materials, correspondence, signage in the building, face to face counseling and school instruction, curriculum, to processes such as making grievances, understanding their legal rights, and educational programs; all are places where non English speakers need language assistance and are denied.
Khin stated that this has been brought to the attention of the Dept. They have met with the Chief and he wants the Dept to be a part of this group to look into where the various needs exist, and to come up with recommendations for both short term and long term solutions.
They hope to bring forth a set of recommendations by the Spring.
Comm. Julian said that there needs to be attention paid to culture and gender also.
Comm. Arámburo noted that the need for language interpreters may exceed the ability of the Dept to hire, so it may be a possible activity for a corps of volunteer language assistants. Check with the faith community.

Comm. Hale asked about the possibility of putting together an instructional video for mono lingual clients to educate them on the system and what to expect. Possibly working with public access TV to do such a show.

5. **(ACTION) Consideration of, and possible action on Program Committee's recommendation for contracting with the Youth Guidance Center Improvement Committee in the amount of $115,065.00 for the following vocational and educational programs: (explanatory documents: program descriptions)**
   a. **Juvy Java**
   b. **GED Plus**
   c. **Focus II Advanced Computer Literacy**

   Liz Jackson-Simpson, President of the Bd of the YGCIC (and Associate Vice President of the SF Youth Employment Collaborative), represented the organization (along with John Knox, the coordinator of the programs). They opened up for any Commisison questions. Comm. Dupré moved to approve the recommendation of the Program Committee to enter into the contract. Comm. Arámburo seconded. Comm. Jackson-Drake asked about the make up of the YGCIC Bd.. Cheyenne Bell showed her a list of the Bd members. Comm. Dupré asked if there was any literature that assessed the efficacy of the "Focus" approach to their education and training. Knox said that they produce periodic and final reports on their activities and outcomes for each of their funding sources. There was no discussion The question was called, and by voice vote, the motion carried, unanimously (5-0).

   Comm. Dupré commended Jackson-Simpson for her central role in bringing in a $28 million (over 5 yrs) grant from the Dept of Labor for a youth employment collaborative with several neighborhoods in SF. Jackson-Simpson said that the SF proposal was rated number 1 out of all proposals submitted to DOL. 26 were funded. It is now in the process of gearingup with staff.

6. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

   Chief Williams announced the resignation of Cheyenne Bell and highly commended her for all the work in developing the Community Programs division. C. Bell thanked the Chief, Asst. Chief, her staff, and the Commission for all the support in doing this, noting that when she started 10 yrs ago, there were only 2 contracts and now there are some 80. This administration, and Commission are the best she's seen in those years.

   Comm. Hale recounted how when he began in the BVHP Foundation Community Defender's program, Cheyenne was an inspiration to him, and has remained so to this day.

   Comm. Dupré mentioned that he recalls her days at KPOO as a Raggae DJ.

   Comm. Julian echoed the praise already given to Bell, and thanked her on behalf of the Commisison for her work.

   Comm. Dupré mentioned the anniversary celebration of the SF Interfaith Council, where it presented an award to Chief Williams.

7. **(DISCUSSION) Announcements, requests for future agenda items.**

   Comm. Jackson-Drake asked for a report on the library situation in the Dept.

   Comm. Hale announced that the Safe Haven program, now under the auspices of another CBO, is doing well. He also mentioned that his team, the SF. Brown Bombers were to play their championship game on Friday, the 24th.

   He reported that he met with Eva Patterson, of the Lawyers Committee for Civil Rights, in regards to changing public policy concerning public education. He thought it would be appropriate to have the Chief follow up with her on the issue of DMC.

   Comm. Dupré moved to adjourn this meeting in the loving memory of a long time community activist and youth worker in the Western Addition. Thomatra Scott, who passed recently. "Scotty" was active with youth citywide, but had a close association with the African American and Japanese American communities of the Western Addition.

8. **(ACTION) Adjournment**

   The meeting was adjourned at 8:12 pm **in memory of Thomatra Scott (Scotty).**

VENILE PROBATION COMMISSIO
ty and County of San Francisco
5 Woodside Avenue
n Francisco, CA 94127

Kate Wingerson DEPT 41
SF Public Library Documents Lib
100 Larkin St.
San Francisco, Ca 94102

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Company: Juvenile Probation Commission
Voice Number:
Fax Number: 7537826

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Note: Friends,

The Juvenile Probation Commission will not be meeting in the month of December.

The next Commission meetings will occur in the new year, January.

Agendas to be posted at a later time.